

DONDON TUAN GUIAMADIN

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SUMMARY

Proactive assistant branch manager for 3+ years in retail grocery supply chain that has an experience in customer service, data entry, cash register operation, inventory control, and administrative office management. Seeking a full time job position to broaden my knowledge and utilize my skills for the company's success.

SKILLS

- Communication Skills
- Time management
- Detail oriented
- Team Player
- Leadership
- Cash handling
- Records Management
- Data Entry
- Point-of-sale/Cash Register Operation
- Knowledgeable in Microsoft Office (Word, Excel, PowerPoint and Outlook)

EXPERIENCE

MerryMart Grocery Centers Inc.

November 2021 – February 2024

Assistant Branch Manager

- Contributed with inventory control and cross merchandise selling in MerryMart Grocery Centre Inc. and achieved a 10% growth in annual sales in 2023 and was acknowledged as one of the top three tax payers in the area by the local government of Isulan, Sultan Kudarat.
- Applied government policy to grant senior citizens 20% off on a limited number of basic goods while providing affable assistance to elderly clients.
- Received payments in cash, e-wallets, credit, and debit cards while following the company's security guidelines to avoid theft and fraud.
- Deposited reconciled cash sales in the treasury vault, following corporate protocol and audited by the branch manager to ensure no shortages or overages occurred.
- Uploaded completed daily sales reports using Microsoft One Drive, which allowed the finance department to access files in an organized and timely manner. This helped to coordinate document management and meet deadlines.
- Updated supplier master list to reflect any modifications to contact information, return guidelines, and product details, lowering the possibility of inaccurate data and uninformed communication.

MERRYMART GROCERY CENTER INC.**March 2020 – October 2021***Documentation Clerk*

- Oversaw receiving department records uploading to Microsoft One Drive for in-the-moment document viewing on the finance department.
- 80% accuracy rate for processing payment requests was achieved by reconciling purchase orders and sales invoices, and reporting any delivery anomalies to the branch manager and supplier.
- Created report templates to track delivery encoding, return damaged goods, and dispose of store waste for an improved inventory tracking system.
- Arranged for the timely processing of deductions by processing damaged return products over email and scheduling a collection time after supplier delivery.
- Kept an accurate inventory of office supplies while staying under the operations head's approved monthly budget.
- Converted physical resource papers into an electronic file via scanning in order to safeguard private company reports.
- Held a promotion to Assistant Branch Manager on November 1, 2021 after managing the receiving department well.

EDUCATION**STI COLLEGE****2015-2019**

Bachelor of Science in Information Technology
Tacurong City, Philippines