



# GLENDER P. CACAYAN

## Get in contact:

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- 📍 Dubai, United Arab Emirates

## PROFESSIONAL SUMMARY

Results-oriented Assistant Store Manager with 4+ years of experience driving sales and exceed targets in a fast-paced retail environment. Seeking to leverage my leadership skills and dedication to improving the customer experience to drive organizational growth.

## SKILLS AND COMPETENCIES

- Proficient in Microsoft Office (Word, Excel, Outlook)
- Strong organizational and communication skills
- Proven ability to work in fast-paced environments
- Ability to handle cash registers
- Team leadership and staff training/development
- Inventory management and operational efficiency
- Excellent customer service skills
- Expertise in sales and promotions
- Visual merchandising skills
- Problem-solving and adaptability
- Strong time management skills

## LANGUAGES

### English

*Full Professional Proficiency*

### Filipino

*Native or Bilingual Proficiency*

## WORK EXPERIENCE

### Store Assistant Manager

*Viva Supermarket - Sharjah, United Arab Emirates*

*From July 2020 to October 2024*

- Assisting the store manager in all areas of daily business operations, human resources, customer service and merchandising.
- Coordinating, monitoring and reporting on daily operations.
- Recruiting, training and supervising employees.
- Managing employee schedules, conducting performance reviews and enforcing disciplinary actions.
- Monitoring and maintaining suitable store inventory levels.
- Assisting with the development of new sales and recruitment strategies.
- Ensuring the store environment complies with health and safety regulations.
- Maintaining a clean, organized and aesthetically pleasing store front.
- Resolving customer complaints and concerns in a timely manner.
- Ensuring that store policies and procedures are followed.

### Butcher Branch In-Charge

*West Zone Supermarket - Dubai, United Arab Emirates*

*From 2017 to 2020*

- Arrange cuts of meat and place them in an attractive manner in the display case so that customers will wish to purchase them.
- Weigh, label and price a variety of cuts of meat for on-demand selections by customers in an efficient manner that keeps customers satisfied.
- Prepare meat into forms ready for cooking using a variety of actions, including boning, tying, grinding, cutting and trimming to make it easier for customers.
- Educate customers on different selections and types of poultry, pork, beef and fish to help them decide what to purchase.
- Maintain and clean the meat preparation counter to reduce the risk of food contamination and adhere to food safety guidelines.

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## EDUCATION

### Vocational

#### **TESDA | Consumer Electronics Servicing**

*Nueva Ecija, Philippines*

*From 2012 to 2013*

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### **Merchandiser**

*Puregold - Nueva Ecija, Philippines*

*From 2014 - 2016*

- Set up and arrange displays and demonstration areas to attract the attention of prospective customers
- Maintain the cleanliness of the working area
- Conduct a complete count of the inventory
- Check Bad Orders and for RTV

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**Glender P. Cacayan**

*Applicant*