



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

- Managing and supervising the store's daily operations, including opening and closing procedures, cash management, and inventory control.
- Interacting with customers and team members through verbal communication
- Monitoring stock levels, ordering new merchandise, and managing inventory to ensure the store has enough products to meet customer demand.
- Developing strategies to improve customer service, resolving customer complaints, and ensuring service is quick and efficient
- Recruiting, training and supervising employees.
- Setting customer service standards and ensuring staff members are trained to provide exceptional service.
- Motivating and leading staff by assisting in the training, coaching, and development of the team.
- Ensuring that the organization complies with all relevant industry standards and enforcing health and safety regulations.
- Overseeing sales activities, promoting the store and its products, and implementing marketing campaigns.
- Creating and managing the store's budget, monitoring expenses, and ensuring the store meets its financial goals.

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.

EDUCATION

Vocational

TESDA | Consumer Electronics Servicing

Nueva Ecija, Philippines

From 2012 to 2013

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