



# JOMEL M. SAN JOSE

## OBJECTIVES

To be employed in a good company that will provide a challenging opportunity for growth and development and to acquire a new skills and knowledge on my profession.

## WORK EXPERIENCE

### SENIOR SALESMAN

#### MARBY FOOD VRNTURE INCORPORATED

SEPTEMBER 2022 - AUGUST 2024

- Generate sales and meet target sales weekly
- Coordinating and managing deliveries to various supermarket, ensuring timely and accurate delivery of products.
- Communicate with Store Manager to follow up Purchase order and ensure timely stock replenish. Processing and creating purchase orders for different supermarket based on inventory needs and sales forecasts.
- Ensure products are displayed appropriately to maximize visibility and drive sales.
- Assist with product deliveries to the store. Ensuring timely and accurate fulfillment.
- Monitoring stock levels and placing orders to ensure all store and supermarket had adequate inventory to meet customer demand.
- Preparing and submitting daily sales reports, providing insights into sales performance and identifying areas for improvement.
- Generating and submitting sales invoices to the accounting department, ensuring accuracy and timely processing.

### SALES ASSOCIATE/CASHIER

#### SM CITY MARILAO

AUGUST 2021 - AUGUST 2022

- Greeting customer and answering their questions.
- Locating item for customer and suggesting product that fit their needs.
- Monitoring Inventory and reporting feedback to customer to management.
- Providing customer service and product instruction.
- Recording of damage appliances for service warranty processing.
- Manage transaction with the customers using cash registered.
- Scan Goods and ensure pricing is accurate.
- Collect payment whether with in cash or credit card.
- Track transaction on balance sheet and report any discrepancies.

## CONTACT

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AL Ain, abu dhabi UAE.

## EDUCATION

2002-2005

ABE INTERNATIONAL  
COLLEGE OF BUSINESS AND  
ACCOUNTANCY

- Bachelor of Science in  
Business Administration  
Major in E-Business and Web  
Technology (Tri-Semister)

1998 - 2002

TALIPTIP NATIONAL HIGH SCHOOL

## SKILLS

- Professional and Reliable
- Customer Service
- Teamwork
- Time Management
- Flexible
- Fast Learner
- Multi-Tasking
- Knowledge in MS Office

## PERSONAL INFORMATION

Civil Status: Single  
Citizenship: Filipino  
Visa Status: Visit Visa

## **SALE COORDINATOR/AREA SUPERVISOR**

POME Project by Proctor and Gamble Philippines

POME Project by Kimberly Clark Co.

IDEA ONE INC.

AUGUST 2013 - JANUARY 2020

- Daily store visits: Conduct daily visits to assigned stores to assess stock level and product display. Provide daily stock report to Operation Manager.
- Communicate with Store Manager to follow up Purchase order and ensure timely stock replenish.
- Receive and inspect all incoming stocks and products for quality and quantity.
- Monitor stocks levels and prepare replenishment order as required.
- Oversee in-store promoters, collect and analyze their reports on reach, trial, and sales off-take. Compile and review weekly reports in-store activities. Conduct weekly staff meetings to align on goals and address any issues.
- Manage warehouse inventory reports for our area. Survey stores and outlets to monitor competitor stock levels and promotions.

## **MARKETING ASSISTANT**

Summit Superbikes Corps., Philippines

APRIL 2010 - JULY 2013

- Planning and executing marketing campaigns and promotional events to drive product awareness and sales.
- Providing high-quality customer service by assisting customers with inquiries, product selection, and resolving any issues.
- Coordinating with marketing teams to develop and implement effective marketing strategies tailored to specific target audiences.
- Preparing and submitting periodical sales and marketing reports, analyzing data to track performance and identify areas for improvement.
- Creating comprehensive marketing briefs outlining campaign objectives, target audience, and execution plans.