

## Jeffrey Nuñez. Conde

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### OBJECTIVES

Obtain a full-time position in a well-oriented reputable institution to which I can contribute my more than 10yrs experiences in Food and Retail Industry, with expertise in scheduling and people management, Cash Management, with very good in Customer Service, Handling customer complaint, hitting sales targets, and achieving zero variances inventory.

### EMPLOYMENT HISTORY

#### Ninjavaan Philippines

##### **Station Officer- Taysan Hub**

Brgy. 56 Taysan, Legazpi City 4500  
January 29, 2024, to August 20, 2024

##### **Job Description.**

- ✓ Is the person-in-charge of their respective hubs and last mile mile operations.
- ✓ ensure that the hub meet the target Key Results Area of each hub such as but not limited to Cost Per Parcel, Pick-up / RTS success rates, and customer satisfaction.
- ✓ monitors the performance of all the Assistant Station Heads and ensures that the hub is properly staffed during extended / weekend operations.

#### Power Mac Center

##### **Asst. Store**

##### **Supervisor**

Sorsogon City, Sorsogon Philippines  
4700 October 26, 2022, to March 31, 2023

##### **Job Description**

- ✓ Make sure to give 100% customer satisfaction by treating them as VIPs and with zero complaints.
- ✓ Make sure all team member is updated on the latest model, specification, and promotions of apple products.
- ✓ Make sure proper receiving and dispatch of items to avoid inventory variances or losses.
- ✓ Perform counter-cashiering functions, checking of docs, cash count, void, return, and exchange.
- ✓ Make sure to deposit cash sales on the next banking day.
- ✓ Conduct monthly meetings to discuss sales performance and upcoming promotions or updates.
- ✓ Implements operation and other department policies, procedures, and standards.
- ✓ Create marketing strategies, promos, tie-up, and outside accounts.

#### Our Home SM City Legazpi

##### **Store Supervisor**

Legazpi City, Albay Philippines 4500  
July 26, 2018, to October 25, 2022

##### **Job Description**

- ✓ Make recommendation to the store manager as to manpower requirements, and Ensures adequate floor coverage and customer service.
- ✓ Ensures replenishment of merchandise at the selling area and maximizes display.
- ✓ Orients new employees on job duties, policies, and procedures of the department and on SOPs
- ✓ Counsels and motivate subordinates to maintain a high level of morale and discipline,
- ✓ Perform counter-cashiering functions, checking of docs, cash count, void, return, and exchange.

**Skechers Legazpi****Store Supervisor**

Ayala Mall Legazpi

Legazpi City Albay Philippines 4500

April 20, 2016, to July 24, 2018

**Job Description**

- ✓ To meet financial objectives for the month.
- ✓ Analyzing variances and taking corrective actions.
- ✓ Ensure merchandise is of good quality and the store is ready for operations.
- ✓ Giving sales targets to subordinates and disseminating company standards.
- ✓ Communicates with guest, receive feedback and handle guest comments or complaint.
- ✓ Implements operation and other department policies, procedures, and standards.
- ✓ Create marketing strategies, promos, tie-up, and outside accounts.
- ✓ Visual merchandise is properly executed, and the store looks pleasant and attractive.
- ✓ Hiring, Firing, motivator, counselor, coach

**Goldilocks Naga Centro****Manager 1**

Naga City, Cam Sur Philippines 4400

May 6, 2013, to March 27, 2016

**Classic Savory SM Naga****Management Trainee**

September 3, 2012 to February 3, 2013

Brgy. Triangulo Naga City, Cam Sur

Philippines 4400

**Bigg's Old Albay****Shift Manager**

July 15, 2010 to September 2, 2012

Rizal St, Old Albay, Legazpi City,

Albay Philippines 4500.

<b>SPECIAL SKILLS / INTERESTS</b>
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- ✓ Knowlegable in major relevant computer applications like MS Word, and MS Excel.
- ✓ Has good Interpersonal Skills
- ✓ Flexible &Versatile
- ✓ Great in Customer Service
- ✓ Managing people
- ✓ Expertise in scheduling and payroll