

RICKY RECTO CASALAN

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CAREER OBJECTIVE

To pursue career with progressive employment that will allow me to utilize and expand my extensive skills and experiences in a creative and productive manner, offering opportunities for professional growth and be able to contribute to the productivity and profitability of the company.

EMPLOYMENT HISTORY

A. GEANT HYPERMARKET DELICATESSEN LLC

JANUARY 2022 -Present

Designation: SALES ASSOCIATE

Duties and Responsibility

- The primary duty of a Sales Associate is to promote a company's products or services through excellent customer service.
- They welcome customers, guide them through the products, answer questions and make sure guests have a pleasant experience.
- Some common responsibilities of a Sales Associate includes:

Admin Duties and Responsibility

- Book meetings and schedule events
- Order office stationery and supplies
- Maintain internal databases
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail
- Prepare regular reports and presentations
- Organize, store and print company documents as needed
- Answer and redirect phone calls
- Make travel arrangements
- Handle queries from managers and employees
- Update office policies and ensure compliance with them

IN-CHARGE

- In-charge of selling area
- Checking the checklist paper
- Train the new employee
- When there is a complaint you have to handle and fix the customer's complaint.
- Check the price
- Check the promotion stand
- Check the shelf label
- Check the arrangement of the item
- Check the cleanliness of the area
- Checking the expiry and follow the FIFO

CASHIER

A Cashier is a retail professional who scans items to ensure prices and quantities are correct, assists those who need help or advice on products, and handles returns and exchanges when necessary.

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges.

SALES (DELI-COUNTER)

- Staying knowledgeable about our item
- Explaining to customers the best products for their needs
- Recommending related products to increase customers' options and enrich the shopping experience
- Promoting special sales, offers and awareness of store loyalty program
- Checking the expiry date
- Slicing the cooked meat and cheese for the display area
- Food Handler Responsibilities: Prepare food items for our customers
- Follow all food health and safety guidelines and requirements
- Package food for delivery as needed
- Maintain food preparation tools, including cleaning and disinfecting instruments and equipment before and after use.

B. PARK N SHOP LLC DUBAIBUTCHERY

March 2017-DECEMBER 2021

Designation: SALES/MEAT CUTTER

MEAT CUTTER

- Break down beef, pork, poultry, or other meat products into various cuts.
- Weigh out portions for sales
- Wrap and package products for sale.
- Grind meat products for sale as necessary.
- Prepare sausages and cured meats.
- Properly sanitize all equipment with disinfectant.
- Follow all safety guidelines.
- Checking the expiry dates and follow the FIFO

C. EZSET TONG LUNG (PHILS.) METAL INDUSTRY CO., INC.

#11 AIM HIGH AVE, COR. COMMITMENT ST., SBGP, P-1, SBFZ

MARCH 8,2014 - FEBRUARY 2017

Designation: CLERK HR & ADMIN ASSISTANT

Duties and Responsibility

- Welcome clients and offer them refreshments.
- Transcribe, record, fax and file documents.
- Maintain filing, database systems, and inventories.
- Operate office equipment such as photocopiers and fax machines.
- Communicate with clients and employees, and respond to any queries or complaints.
- Sort and forward incoming mail and emails, and prepare and send outgoing mail.
- Book and prepare meeting rooms and ensure that refreshments are made available.

- Coordinate activities and disseminate information to office staff.
- Checking the Attendance of the employee

D. MANGO VALLEY CORPORATION

LOTS 7/A/7/B BOTON LIGHTS AND SCIENCE PARK, CBD AREA SBFZ

SEPTEMBER 24, 2012 – DECEMBER 16, 2012

Designation: KITCHEN HELPER

Duties and Responsibility

- Assist in basic food preparation.
- Clean kitchen equipment.
- Load and unload dishwasher.
- Scrub pots and pans.
- Clean food preparation and storage areas.
- Receive and store goods.

EDUCATIONAL ATTAINMENT

**SUBIC BAY COLLEGE INC,
Information Communication Technology
2010 (undergraduate)**

PERSONAL INFORMATION

Age	: 31 y.o	Type of Visa	:Employment	Skills	:MS Word
Gender	: Male	Status	:Single		

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