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CAREER OBJECTIVE:

To establish a successful career with the Organization that has an urge for growth and expansion, where my vast administration experience in the fields of Administrative, Operations, Sales and Logistics with over all organizing ability and time management can be utilized to build my career and enhance the growth of the firm. Looking for new challenges in progressive and team-oriented environment.

SKILLS:

- Up-to-date proficiency in various Computer applications such as **Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop, and Internet Surfing.**
 - Capable to work both as an individual and as a part of a team.
 - Conscientious and highly committed, Strong sense of responsibility.
 - Customer orientation and excellent communication capabilities.
 - Capable of prioritizing the work, based on urgency and importance.
 - Presenting information clearly and concisely.
 - Excellent customer service standards.
- Communication skill are one of a good supervisor's most important assets.

WORK EXPERIENCE:

Employer: GRANDIOSE SUPERMARKET

Date: February 2024 to Present

Position: Assistant Supervisor

JOB DESCRIPTION:

- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

Duty and Responsibility:

- Manage, train, and monitor team members and team leads.
- Direct and assign employees as needed to ensure all aspects of quality product or service delivery.
- Monitor employee compliance with operational standards, along with other department and company policies and practices.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities. Accomplishes staff job results by coaching, counselling, and disciplining employees.

Employer: GRANDIOSE SUPERMARKET

Date: November 2022 to Present

Position: Inventory support team-All Branches

JOB DESCRIPTION:

- An inventory team is responsible for managing and controlling a company's inventory, their duties include Tracking stock levels.
- Conducting audits.
- Optimizing order processes.
- preventing stockouts or overstock situations
- Managing vendor relationships
- Ensuring accurate record-keeping

Duty and Responsibility:

Responsibilities work include continuous monitoring of inventory levels, conducting regular inventory counts, maintaining accurate records, and collaborating with purchasing and receiving teams to optimize company resources.

Employer: GRANDIOSE SUPERMARKET

Date: November 2022 to January2024

Position: Retail Sales Associate

JOB DESCRIPTION:

- Meeting with clients virtually or during sales visits.
- Demonstrate and presenting products.
- Assist in stocking sales floor, Stock rotation, display and organization of merchandiser.
- Establishing new business.
- Keeping up to date with special promotion and display arrangement
- Carrying out daily duties directed by the Area Manager and other functions that may be assigned.
- Maintaining accurate records.
- Reviewing sales performance.
- Negotiating contracts and packages

Duty and Responsibility:

Ensure an excellent customer experience by responding to problems as they arise. Keep up-to-date records on products sold and total daily sales. Participate in regular meetings to discuss company projects and objectives.

Employer: ABU DHBABI NATIONAL OIL COMPANY

Date: January 2011-October 2022

Position: Convenience Store Supervisor

- Maintaining inventory stock and control daily check of expiry date, out of stock items.
- Maintaining daily basis records of files. (Purchase order, Delivery note and other documents.)
- Assist in stocking sales floor, Stock rotation, display and organization of merchandiser.
- Receiving and storing the delivery of large amount of stock
- Keeping up to date with special promotion and display arrangement
- Carrying out daily duties directed by the Area Manager and other functions that may be assigned.
- Daily recording, safeguarding and banking of cash receipt.
- Stock replenishment from our suppliers, including raising purchase and organizing delivery items.
- Supervising staff and uplifting everyday operation to satisfy every customer's needs.

- Flexible in staff rotations during the demand of branch transfer and weekly shift.

Position: Sale Assistant/Cashier

- Guarantees that each customer receives outstanding service by providing a friendly environment.
- Maintaining solid products knowledge and all other aspect of customer service.
- Follow up customs request to confirm orders and forward it to the management.
- Maintaining an awareness of all product promotion and advertisement.
- Operates cash register, credit card and check transactions, following established procedures for each type of sale.
- Follow and implement policies and procedures for all Retail Store operations, as directed.
- Regularly communicate with management regarding sales issues and problems.
- Maintain and balance cash drawer at the beginning and/or end of each day

Employer : **SEARCH COMMERCIAL INC. (Philippines)**
Date : **Septembre 2006 to Décembre 2010**

Position: Sales Supervisor

- Coordinate sales team by monitoring sales, filling important document and communicating relevant info.
- Respond to complaints from customers and give after sales support when requested.
- Store and sort financial and non-financial data.
- Processing of all orders with accuracy and timelines
- Inform clients delivery/items status of unforeseen delays or problems
- Assisting presentation and organizing of promotional materials or event.
- Ensure awareness of policies (return, exchange, refunds etc.)

Employer : **ACE HARDWARE INC (Philippines)**
Date : **February 2006 to July 2006**

Position: Merchandiser

- Exhibit and showcase good customer service techniques and promote excellent customer service among all sales associates.
- Making Presentation to promote new product.
- Arranging sales, price and delivery.
- Maintain orderly and clean purchase and showroom areas.
- Apply pricing stickers to merchandise following pricing procedures.
- Recommend new/better methods of completing assigned tasks as needed.

EDUCATIONAL BACKGROUND:

BS-AGRICULTURE – 2004 (Graduate-Degree)
Pangasinan State University (Philippines)

PERSONAL INFORMATION:

Nationality: Filipino
Marital Status: Married
Date of birth: October 7, 1979

REFERENCES:

Available upon request