**Catherine Gonzales**



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Visa Status : Visit Visa

Visa Expiry : Dec 20,2024

**OBJECTIVE**

Highly experienced seeking suitable position in a growth oriented firm which offers diverse job responsibilities in Store Management

**WORK HISTORY**

**Shop Supervisor**

**Allday Market LLC**

**May 26,2022- Sept 17,2024**

* **Make sure that all deliveries are prepared properly according to the customers requirements.**
* **Dispatching of orders must be in minimum time allocated.**
* **Ensure that all till counters have enough monetary change to be able to have a smooth daily transactions .**
* **Guide the counter staffs if they are not able to find the order requisition.**
* **Make sure that all counter transactions are accurate and smooth.**
* **Report to the manager what all problems encountered within the day to day proceedings.**

**Store In-charge**

**Sunrise City Supermarket LLC**

**March 25,2020 to January 25,2022**

**Deals Supermarket LLC, Marina, Dubai**

**July 2013 to March 24,2020**

* Managing daily operations of the store to meet store to achieve the targets.
* Provide direction and guidance to the staffs in their assigned job duties.
* Follow and enforce store policies, security measures and customer service standards.
* Provide excellent customer services for sales growth.
* Develop positive shopping experience and ensure customer satisfaction.
* Evaluate performance of each staff and provide appropriate feedback.
* Perform inventory control to avoid over stock and low stock.
* Manage product storage and rotation activities to reduce spoilages and damages.
* Ensure that store shelves are maintained clean and organized.
* Ensure that shelves are loaded with fresh products all the times.
* Ensure that all products are properly tagged and labelled.
* Assist in recruiting and training staffs on assigned responsibilities.
* Assign daily workload and schedules to staffs.
* Setup product displays in store entrance and other sections according to merchandising standards.
* Maintain the store clean, safe and appealing.
* Develop process improvements to maximize sales and profitability.
* Educate staffs about safety and sanitation procedures

**Assistant Store Manager**

**Sunrise Supermarket LLC, Satwa, Dubai**

**Dec 2008 to June 2013**

* Assisting Store Manager in overall day to day operations of the store
* Ordering of goods
* clearing of damages & expires
* Good Receiving & GRN entries
* Merchandising
* Cash counter closing

**Cashier -June 2008 to Dec 2008**

**.Receives payments and issues receipt and keep track of all cash and credit transactions**

**.Good math skills.**

**.Familiarity with electronic equipment such as cash register and POS.**

**SKILLS**

* Management Skills
* Communication Skills
* Inter-Personal Skills
* Self-Motivated
* Dedicated
* Proactive
* Product Knowledge
* Customer Service Skills
* Inventory Management
* Merchandising Skills
* Training & Development

**EDUCATION**

**Bachelor’s Degree in Secondary Education [Major in History)**

College Name : Lipa City Public College

Place : Lipa City Batangas, Philippines

Duration : 2002-2006

**PERSONAL DATA**

Date of Birth : April 24, 1985

Nationality : Filipino

Passport No : P9609174B

Passport Expiry : April 11,2032