

AURIE D. SUDARA

STORE MANAGER

Al Satwa, Dubai, United Arab Emirates

+971588470674

aurie_sudara@yahoo.com



Professional Summary

Multi-faceted Retail Store Manager with a flair for the fashionable. Extensive experience in the women's apparel retail industry with knowledge of merchandising, staff supervision and scheduling, sales strategy, customer service, hiring and inventory control. Particularly skilled at motivating employees to meet sales goals.

Basic Information

Birthdate: February 08, 1970

Age: 50

Height: 5'5

Nationality: Filipino

Marital Status: Married

Visa Status: Residence Visa – Available Immediately

Skill Highlights

- Managed a successful store environment and a staff of 40+ employees.
- Created and administered semi-annual performance reviews.
- Maintained organized statistical and financial records.
- Ensured compliance with all health and safety regulations.
- Achieved increased financial performance three years in a row.

Employment History

AL FUTTAIM – ORIENT LIFE INSURANCE

Insurance Advisor

July 2019 – Jan. 2020

Dubai - United Arab Emirates

- Provides service to clients' changing insurance needs by selling life, health, and disability insurance.
- Establishes productive working relationships with clients.
- Develops base for long-term sources of clients.
- Compiles lists of prospects.
- Determines clients' particular needs and financial situations by scheduling fact-finding appointments and determining the extent of present coverage and investments.
- Ascertains clients' long-term goals.

DEBENHAMS MH ALSHAYA LLC

Store Manager

July 2012 – May. 2019

IBN Battuta Mall, Dubai – United Arab Emirates

- Complete store operational requirements by scheduling and assigning employees; following up on work results
- Maintain store staff by recruiting, selecting, orienting and training employees
- Maintain store staff job results by coaching, counseling and disciplining employees; planning, monitoring and appraising job results
- Prepare annual budget; schedule expenditures; analyze variances; initiate corrective actions

Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirement.

UNIVERSAL BRAND SUPPLIES COSMETICS & PERFUMES

Store Manager

Apr. 2007 – May 2012

Dubai Mall, Dubai – United Arab Emirates

- Formulate pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends
- Market merchandise by studying advertising, sales promotion and display plans; analyzing operating and financial statements for profitability ratios
- Secure merchandise by implementing security systems and measures
- Protect employees and customers by providing a safe and clean store environment
- Maintain the stability and reputation of the store by complying with legal requirements
- Determine marketing strategy changes by reviewing operating and financial statements and departmental sales records

UNITED COLORS OF BENETTON EASAH SALEG AL-GURG GROUP

Store Manager

Apr. 1999 – March 2007

Al Ghurair City, Dubai – United Arab Emirates

- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Managing finances and preparing an annual budget.
- Keeping records of expenditure, sales figures, and employee performance.
- Evaluating the supply and availability of stocks, and profit-margins.
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelf stocks and product displays, and the general appearance of the store.
- Investigating market trends and offering products that would appeal to customers.

STADIUM

Shop In-Charge

Jan. 1995 – Feb. 1999

Deira City Centre, Dubai – United Arab Emirates

- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Maintains store staff by recruiting, selecting, orienting, and training employees.
- Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories.

PDEA (PHILIPPINE DRUG ENFORCEMENT AGENCY)

Drug Enforcement Agent

May. 1991 – Jan. 1995

Baguio City, Philippines

- Knowledge of general law enforcement objectives.
- Knowledge of general parking practices and procedures.
- Skill in dealing with public courteously, tactfully and fairly.
- Skill in carrying out verbal and written instructions.
- Skill in preparing clear, concise written and verbal reports.

Educational Background

UNIVERSITY OF THE CORDILLERAS, BAGUIO CITY, PHILIPPINES

Bachelor of Science in Criminology

Batch 1987-1990

Baguio City, Philippines

References

Available upon request.