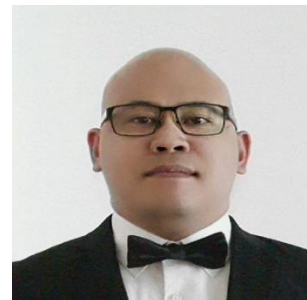


JAYNOVER T. JIMENEZ

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PROFILE: I am an efficient and confident professional with demonstrated Sales and Managerial experience of working in the Retail Industry. My experience helped me develop expert knowledge of the Sales process and Customer Service. I am highly motivated, a great team player and am willing to continue learning and improving my craft.

EDUCATION: *Graduate of B.S. Industrial Engineering*
ADAMSON UNIVERSITY PHILIPPINES - 2001

PROFESSIONAL EXPERIENCE:

SENIOR SALES REPRESENTATIVE – Metro Truck Builder Inc.

April 5, 2021 – March 10, 2022

Manila, Philippines

Duties and Responsibilities:

- Ensured client presentation on the benefits, uses of goods and services.
- Supervised the preparation of sales and other contract.
- Reviewed, adapted to information competitors and market conditions.
- Supervised the activities of other sales representatives.
- Immediately respond to client for product request and outstanding sales.
- Maintained awareness of the body truck industry, update knowledge of the product range, models, features and benefits.

RETAIL STORE MANAGER – Sun and Sand Sports LLC.

July 19, 2011 – Oct 22, 2020

Dubai, United Arab of Emirates

Managed Stores:

Columbia Sportswear Dubai Outlet Mall

Timberland Dubai Outlet Mall

Sun and Sand Sports Store (Al Quoz, Deira City Center, Dubai Festival City, IBN Battuta)

Duties and Responsibilities:

- Led team of 2 different brand stores simultaneously to drive sales
- Monitored and controlled the store's stock level, thus resulting to Zero Inventory Loss.
- Managed staff schedule and duties, as well as store's operations.
- Ensured the store's compliance with the company policies and store procedures.
- Trained / Developed staff on product knowledge, selling skills to achieve excellent customer service.
- Daily briefed staff on store performance, new company goals and strategies, as well as new store procedures and performance targets.
- Implemented all visual merchandising standards, directives, promotions and overall cleanliness of the sales floor and stockroom.
- Regularly improved conversion and KPI through daily performance management.
- Analyzed and Maintained accurate records of all pricing, sales and activity reports.

SALES COORDINATOR - Samsung Ltd – Techno Blue WLL.

November 15, 2009 – November 16, 2010

Doha-Qatar

DUTIES AND RESPONSIBILITIES:

- Exceptional expertise in retail and wholesale management, strong familiarity with daily operation and duties in the office.
- Developed highly empathetic client relationships and earned a reputation for exceeding sales goals.
- Updated the status of sales orders in the company database.
- Worked closely with the accounts department preparing invoices and quotes
- Maintained customer purchase orders and executed them in time making sure to communicate with the purchasing department of the client.
- Responded promptly to general inquiries of staff and clients via phone, mail and email.
- Resolved product issues and shared benefits of new technology
- Organized daily and weekly sales reports for the sales analysis to track product success.
- Worked under strict deadlines and responded to service requests and emergency call-outs

RETAIL STORE MANAGER - Citymax Store – Landmark Group LLC.

November 2006 -November 2008

Riyadh, Kingdom of Saudi Arabia

AREA OF EXPERTISE:

- Retail Store Operations
- P&L Management
- Customer Service
- Inventory Management
- Market and Competitor Analysis
- Merchandising Strategies
- Teambuilding/Training/Supervision

PROFESSIONAL STRENGTHS:

- Communication skills
- Highly motivated
- Lead by example
- Innovation and flair
- Outstanding work ethic, integrity, thoroughness and commitment to the company's goals.

TRAINING AND LECTURES:

- Interpersonal and communication (January 15-16, 2019)
- Principles of people management (October 10-11, 2018)
- Developing your people (September 9-10, 2018)
- Performance and goal (April 10-11, 2018)
- Columbia leadership summit (August 19 and 26, 2014)
- Fire, health and safety Training (March 2012)
- Loss prevention training (February 2012)
- Selling smarter training (July 2011)
- Meet and greet training (September 2011)
- Record management (February 2000); Total Quality Management (February 1999)