

MIRAFLOR P. IBANEZ

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CAREER OBJECTIVE

To carve out a challenging career in service industry and to achieve higher career growth through continuous learning process.

POSITION DESIRED

ADMINISTRATION/RECEPTIONIST/CASHIER /SALES ASSISTANT/SENIOR SALES/TRAINEE SUPERVISOR/STORE IN CHARGE

PROFESSIONAL EXPERIENCE

**JASHANMAL NATIONA L COMPANY – Nov.25, 2012- June 1,2020**

**DUBAI, U.A.E.**

**DEPARTMENT IN CHARGE**

   

**JAWAD BUSINESS GROUP – JUNE 23, 2006-FEB.5, 2011**

**DUBAI, U.A.E.**

**TRAINEE SUPERVISOR**



**CHONG INTERNATIONAL TRADING CORPORATION- JULY 1, 2004-FEB.28, 2006**

**MANILA, PHILIPPINES**

**STORE IN CHARGE**



DUTIES AND RESPONSIBILITIES

* Administration/back office work.
* Controlling of in and out documents.
* Ensuring the delivery of outstanding customer service.
* Make sure that the products are available at all times.
* Offer assistance by suggesting a choice of outfits and alternatives to suit the occasion /requirements.
* Merchandising of items as per brand standard.
* Be flexible in any approach and actively support management/team.
* Making reports and action plan to be reported to the higher management.
* Implementing store standard as per the company policy and procedure as a supervisor.
* Supervise all staff under my supervision.
* Responsible in money handling.
* Implementing quarterly inventory.
* Keeping an eye in my post as to prevent lost of item.
* Giving excellence shopping experience to the customer.

EDUCATION

Bachelor of Elementary education (BEED)- undergraduate

EARIST(Eulogio Amang Rodriguez Institute of Science and Technology)

Manila, Philippines 2003

PERSONAL DATA

Languages: English,basic Arabic and Tagalog.

Place of Birth: Philippines

Civil Status: Single

Citizenship: Filipino

Skills: Computer literate

Visa Status: Visit visa ( Valid until March 5,2021)

Miraflor Ibanez

Applicant Signature

Please note: CHARACTER REFERENCE will provide upon request.