

Dexter Corpuz

SUPERVISOR - Abu Dhabi Cooperative Society

Abu Dhabi

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Aspiring for a challenging career in an esteemed and globally competitive organization where I can use my education and utilize my skills and work experiences that enhances my productivity and efficiency, develop my skills with a strong commitment in providing quality service that contributes to the company's welfare in any capacity that best matches my abilities.

Work Experience

SUPERVISOR

Abu Dhabi Cooperative Society - Abu Dhabi

November 2017 to Present

- Setting goals for performance and deadlines in ways that comply with company's plans and vision.
- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Scheduling work hours and shifts.
- Sharing company updates, financial results and new objectives with team members • Assisting in resolving emergencies. For example, a quality or a customer problem may be escalated to the team supervisor for handling.
- Providing reports and activity updates to management.

Team Leader/Sales Assistant/Merchandiser/Marketing Signage Coordinator/Visibility & Rentals

Abu Dhabi Cooperative Society - Abu Dhabi

July 2014 to Present

Abu Dhabi UAE

July 2014 - Present

Job Description:

SALES ASSOCIATES/MERCHANDISER • Sell retail products and goods, such as equipment, clothes, cars or car parts, general foods, cosmetics, assisting customers to find what they want, ensure process smooth sales transactions, .

- Checking and removing expired Items according to their dates and category; assure good quality products and services, FIFO, making inventory report, displaying items.
- Refilling the empty shelves, maintaining the Cleanliness of the showroom, GRV, Ordering Items to the warehouse or direct orders from the suppliers.
- Making LPO's following the Standard & appropriate instruction/guidelines, policies, rules of the company and the Country.

MARKETING SIGNAGE COORDINATOR • Making the visibility and highlights of the products, such as special promotion, offers, advertisements, discounts, programs, etc.

- Responsible for making and encoding POS Materials. Operating, Microsoft Word, Illustrator CS6, Adobe, Excel.

VISIBILITY & RENTALS • Assuring/checking the company/branch Supplier rentals, giving the suppliers correct rental spaces and advertisements according to the contract within the company and the suppliers.

- Checking the available space for renting and cancelled spaces to be able to know if we still have available space to be given to the new suppliers who wants to make space rentals.
- Sending proposals to target supplier to make rental agreement in the store, updating, Processing Rental Agreement and Cancellation Papers, informing Section staff what is rental status in their respective sections and supervisor, GRV.
- Ordering items and making LPO's. Filing and Encoding Records.
- Making and sending required reports to the Manager, Area Manager and Department.

LOGISTICS

OFFICE CLERK

TIME KEEPER

June 2011 to March 2014

Mariano Corpuz Land Surveying and Construction Co. & Government Sector
San Miguel, Bulacan, philippines
June 2011 - March 2014

Job Description:

Time Keeper • Recording the number of completed tasks for each employee.

- Collects and enters numerous sets of data, including workers' names, ages and pay rates, into a computer system. Enters the names of all employees in a spreadsheet and records the number of hours each works daily.
- Conducts regular site inspections to ensure all laborers are at their workstations.
- Provides information on the minimum number of labor hours per day, reporting and breaking times and provisions for overtime, if any.

Mart One Trading

March 2011 to 2013

Job Description: • Receive shipments and ensure both quality and quantity • Trace, track and expedite purchase processes • Create and maintain contact with vendors and customers to ensure timely delivery of goods • Interact with third party logistics services providers • Audit freight cost and documentation • Ensure accuracy of all inventories • Maintain communication with warehouse staff to ensure proper working order • Review bills, invoices and purchase orders • Ensure all payments are processed in time • Assist Customers with inquiries • Create packing lists and update shipment information in database • Organize files both manually and electronically • Monitor and facilitate repair orders • Coordinate deliveries for repaired or returned items • Ensure that the warehouse has sufficient space for incoming deliveries • Ensure that all items are properly numbered and tagged • Dispose of unserviceable or damaged items • Conduct safety procedures for outbound shipment vehicle • Reconcile hand receipts • Manage warehouse security related work such as preparing badges, passes and identification cards

Education

BALIUAG UNIVERSITY

2003 to 2006

Bachelor of Science in Business Administration in Marketing

College Attainment