

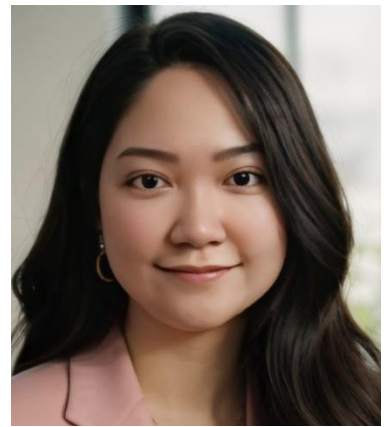
PRECIOUS BUAN

ASSISTANT STORE MANAGER | ADMINISTRATIVE

+971547149271 | precious.buanprecious@gmail.com | Al Ain, UAE

Date of Birth: May 07 1997 | Age: 28 years old

Nationality: Filipino



CAREER SUMMARY

Starting off as a sales representative to an assistant store manager with 8 years of retail experience. Assist in daily administrative duties such as complaint documentation, staff attendance records, daily sales achievement and staff briefing whilst keeping up with the individual achievement in 2 categories (garments and perfumes) reaching up to 100% in the overall target in the last 6 months. Excellent cashiering skills in POS, Magnati OL and D365 operating system. Well trained in stock maintenance and inventory management.

EDUCATION

Associate in Computer Technology | STI College Batangas

2016

Batangas National High School | Batangas City Philippines

2014

TECHNICAL SKILLS

- Microsoft Office
- Java, C#
- Retail Insight
- Matrix Comsec
- Magnati Online Link
- Microsoft Dynamic 365 POS
- Microsoft D365 Store Commerce

WORK EXPERIENCE

Assistant Store Manager | Mauzan Trading Company LLC

(8 years) 2017- Present

- Assist in overseeing daily store operations, including opening and closing procedures.
- Train and supervise store staff. Monitor and manage inventory levels.
- Address and resolve customer complaints and concerns.
- Handle cash transactions and reconcile cash registers.
- Conduct regular stock audits and manage stock replenishment.
- Achieving personal targets up to 100% in the last 6 months and giving excellent customer service

Secretary | Buan Junk Shop

(1 year) 2016- 2017

- Attend, screen and transmit all incoming calls.
- Keep records and files up-to-date and in order.
- Keep employee attendance records
- Assist and entertain client objectives

PROFESSIONAL DEVELOPMENT

Computer Literacy Training Program | STI College | Philippines

Season Collection Training Program | Mauzan | UAE

Microsoft POS System Training Program | Mauzan | UAE

Microsoft D365 Operating System Training Program | Mauzan | UAE

Art of Perfumery and Client Experience Training Program | Mauzan | UAE