

Malik Rabb

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Summary

Dedicated Assistant Manager with five years in the retail industry and two years of experience in management. Strong analytical thinking, administrative and communication skills.

Education

Bearfield High School

High school diploma

Experience

Iverson Grocery, Assistant Manager

Jan. 2021 – Current

- Act as the second-in-command to the general manager
- Oversee 30 employees during each shift to ensure productivity and focus
- Ensure that all employees arrive to work on time and in the correct uniforms
- Train new employees in their daily job duties to ensure the highest standard of work
- Keep track of inventory to notify the manager when the store needs to order more supplies or products

SaveMart Supermarket, Floor Supervisor

May 2019 – Jan. 2021

- Organized and assigned shift assignments for the floor associates and cashiers
- Answered questions from guests and found solutions to complaints or concerns
- Trained new associates in the company's policies and daily procedures

SaveMart Supermarket, Floor Associate

June 2018 – May 2019

- Responded to customer requests by retrieving items from the storeroom or processing returns
- Stocked shelves regularly to make sure the store had a full inventory on the floor
- Cleaned and sanitized areas of the store after messes and at the start and end of each day

Certifications

- Certified Supervisor (CS)
- AMA Certificate in Analytical Skills

Skills

- Administration
- Communication
- Analytical thinking
- Organization
- Leadership