

# JERON A. AQUINO

Dubai, UAE

Email Address: [jeron\\_bsba@yahoo.com.ph](mailto:jeron_bsba@yahoo.com.ph)

Contact Number: (971)-50-982-0863



## EMPLOYMENT EXPERTISE

**KPI and LFL retail indicator, Luxury retail functions, Oracle Application, Purchasing, Marketing Distribution/Channels, Managerial Functions, Procurement, Field Surveyor, MS Office, MS Word, Excel, Basic Accountancy, Siebel, Microsoft Outlook, SAP, Destiny POS, POS Fact, Dynamics, After Sales Service, Merchandising, Inbound and Outbound Call Center Service, Luxury Customer Service**

## OBJECTIVES

To be with a stable corporate organization that will allow ample room for personal and professional growth.

## JOB HISTORY

**Dubai Mall, Galleries Lafayette**

**SevenFriday Watches**

**Corniche, Azimuth, Claude Meylan, SevenFriday**

Unique Watches LLC

Senior Sales Consultant/Brand In-Charge

**July 23, 2017 – January 20, 2020**

PEARL GALLERY Luxury Jewelries

**Frank Muller**

**Gioilli**

**Bell and Ross**

**Pasqualebruni**

**Perrellet**

**Qlocktwo**

**Porsche Design**

Sales Executive

Nation Tower **Luxury Fashion Avenue**, Abu Dhabi UAE

10 JULY 2014 – June 2017

**ZARA**

Sales Consultant

May 2013 – May 2014

Glorietta, 1st Level, Glorietta 3 Ayala Center, Makati City Philippines

**RURAL BANK OF IMUS**

Call Center Agent (New Accounts)

October 2011 – April 2013

**SM Department Store**

Sales Supervisor

January 2011 – September 2011

**Student Integrated Apprenticeship Program (SIAP)**

Transition Optical Philippine Inc. (January 2010 – June 2010)  
Accounts Receivables Department

**Honda Cars Phil's. In (October 2010- December 2010)**

HR – Industrial Relations Department

<b>JOB DESCRIPTION SUMMARY</b>
--------------------------------

Maintaining Strong Database  
Calling customers for new collections, updates or any store news for customer concerns and requirement  
Overseeing Internal/External retail shop operations  
Updating stocks Availability  
Coordinating Marketing Principles thru SOP  
Visual Merchandising  
Securing Shop Assets  
Maintaining the necessary documentation  
Ensure general discipline of overall showroom.  
Supervise the daily cash collection and reconcile the same with the cashier, ensure that the funds are promptly deposited in the bank as per company policy to safeguard company's fund  
Sales Inflation and/or Fluctuation monitoring  
After Sales Service follow-up  
Strategic Advertisement of Distribution and Marketing  
Maintaining the right and corporate image the shop portrayed  
Monitoring expenditures and asset  
Assisting prospective clients with high satisfactory level  
Assign for opening detailed account and inquiries about company policy and banking inputs and concerns.  
Assisted the staff in all aspects of the department's activity.  
Scanned documents and receipts for filing.  
Performed filing activities to update the department's database  
Performed other duties deemed necessary by the undersigned's immediate supervisor.  
Gathered news and information from the internet for the company's internal news broadcast.  
Wrote news items and prepared the power point presentation for the broadcast.  
Encoded data regarding periodic needs assessment analysis and surveys performed by the HR Department.  
Prepared and posted various company reminders and notices in the many bulletin boards around the company.

<b>EDUCATIONAL BACKGROUND</b>
-------------------------------

Bachelor of Science in **Business Administration**  
**Graduate**, Year 2011  
Major in Human Resource Management  
Saint Michael's College of Laguna, Philippines

<b>PERSONAL INFORMATION</b>
-----------------------------

Citizenship	: Filipino
Birthdate	: December 06, 1989
Visa Status	: Visit Visa
Terms	: Willing to be allocated anywhere