



# ALJESS JIM SHIJERU R. EARNHART

Pacific Paradise Tebakor, Port Vila Vanuatu  
+6787664806 | jhessearnhart@gmail.com

 [www.linkedin.com/in/ aljess-jim-shijeru-e](https://www.linkedin.com/in/aljess-jim-shijeru-e)

---

## Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

---

## Experience

- Dynamic Supply Company** August 23,2023 - Present  
Senior Retail Manager  
Organize all store operations and allocate responsibilities to personnel  
Supervise and guide staff towards maximum performance  
Prepare and control the store's budget aiming for minimum expenditure and efficiency  
Monitor stock levels and purchases and ensure they stay within budget  
Deal with complaints from customers to maintain the store's reputation  
Inspect the areas in the store and resolve any issues that might arise  
Plan and oversee in-store promotional events or displays  
Keep abreast of market trends to determine the need for improvements in the store  
Analyze sales and revenue reports and make forecasts  
Ensure the store fulfils all legal health and safety guidelines
- Price Rite Limited** September 11,2022 - August 18,2023  
Retail Manager  
Ensure efficient operation of the store to achieve optimal results in sales targets, KPI's, store presentation, visual merchandising, stock levels, wage control and shrinkage  
Motivate the team to achieve optimal results in KPI's & added value targets across stores  
Closely monitor store sales to achieve daily, weekly, monthly, and yearly targets - acknowledge outstanding results and identify any areas of missed opportunity  
Effectively manage the wage costs in store, adhering to weekly wage targets and company rostering standards  
Coach and mentor team or staffs to maintain high team morale and encourage their individual development by ensuring training and succession plans are in place
- Merry mart Grocery Center Incorporation** September 21,2021 - March 31,2022  
Store Supervisor  
Responsible for ensuring the Store consistently achieves or exceeds sales, KPIs, and profitability goals through effective use of short and long term planning, expense control, sales and service.  
Responsible for accurately processing sales, exchange, and refund transactions at the cash desk, with proper operations of the POS system, handling forms of tender with accuracy and respect, and ensuring proper discounts are applied when applicable. Also, responsible for processing employee transactions while adhering to the Associate Discount Policy & Procedures.  
Required to comply with all Policies and Procedures, operational core competencies and key accountabilities.  
Required to work non-traditional hours, weekends, evenings, holidays; overtime may be required.
- The DIY (do it yourself) Shop Corporation** April 2021 - September 2021  
Purchasing Buyer  
Maintain updated records of purchased products, delivery information and invoices  
Monitor stock levels  
Prepare purchase orders according to production needs and inventory level  
Negotiate prices with suppliers and place orders  
Monitor update information of supply resource  
Make sure all the products purchased meets standard and import regulations  
Check delivery schedule and track orders  
Assist Procurement manager to negotiate contracts with suppliers  
Coordinate with warehouse staff to ensure proper storage
- The DIY (do it yourself) Shop Corporation** October 2012 - March 2021  
Store Supervisor  
Ensuring excellent customer service is provided by yourself and all staff members at all times  
Provide staff training, guidance and develop strategies to motivate sales performance towards achieving sales

targets

Collaborate with Management to achieve company and store goals

Coach and motivate your team, including role playing and training to develop their sales strategies

Assist in Visual Merchandising and store presentation to a high standard

Efficiently and effectively handle and solve customer service inquiries

- **Insulite Manufacturing Incorporation**

May 2011 - September 2011

Warehouse incharge

Carry out physical stock management, including cycle counts and the receipt, storing and dispatch of goods

Undertake administrative duties as required for the warehouse operations

Organisational skills and the capability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Loading and unloading of delivery vehicles, shipping containers, rail containers

Undertake any other warehouse duties within their capability as directed by the Warehouse Manager

---

## Education

- **Asian Institute of Computer Studies**

2008

Business Information Management

Associate Degree

---

## Skills

- Marketing Retail Management Leadership Ability to Motivate Others Delegation Customer Focus Quick Learner Multi-Task Skills Team Player Customer Focus Pricing Staffing Vendor Relationships Market Knowledge Results Driven Strategic Planning Management Proficiency Client Relationships Sales Experience Organization Verbal and Written Communication Adaptability Visual Merchandising

---

## Personal Details

- Nationality : Filipino