**OBJECTIVES**

To acquire valuable and skills to complement those that I have Learned from school in an

Actual job environment In return, I offer my service and determination to be an asset to

You’re Company throughout the duration of my training period.

**INFOMATION TECHNOLOGY GRADUATE**

Accomplished, ambition, and dedicated technology professional with demonstrated success in software development, hand writing, QA testing. Provide genuine commitment to quality and customer satisfaction. Demonstrated success in Problem solving and a proven track record with strong attention detail.

**KEY KNOWLEGDE & SKILL AREAS**

* Customer service
* Software/Hardware Configuration
* Customer Loyalty
* Testing & Troubleshooting

**PRACTICAL EXPERIENCE**

Completed the (OJT) On the Job Training conducted from Nov 3, 2011 to Feb 7, 2012 for a total

Of 300 training hours. (CERTIFICATE)

* Assisting the staff
* Photocopying and filing documents
* Processing and mailing invoices.

October 1, 2012 to January 10, 2013 as STOCK CLERK at SM mall (CERTIFICATE)

Job Description:

1. Inventories, stores, prices, and restocks merchandise displays in retail store: Takes inventory or examines merchandise to identify items to be reordered or replenished.
2. Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials.
3. Receives, opens, and unpacks cartons or crates of merchandise, checking invoice against items received.
4. Stamps, attaches, or changes price tags on merchandise, referring to price list.
5. Stocks storage areas and displays with new or transferred merchandise.
6. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales.
7. Cleans display cases, shelves, and aisles.
8. May pack customer purchases in bags or cartons.

**TECHNICAL EXPERTISE STOCK CLERK**

* Wireless Devices
* Scanning Equipment
* Database Interface and Query
* Packaging Tools
* Measurement Tools
* Stock Handling Equipment
* Proficient in Microsoft Office (Word, excel, PowerPoint)

**ADDITIONAL CAPABILITIES**

* Able to follow and take directions
* Active listener
* Quality control analysis
* Judgment and decision making
* Reading comprehension

April 3, 2013 up to December 14, 2013 as Encoder and HR STAFF in Human Resource Management Office (H.R.M.O) at Municipality Of Bocaue.

Job Description:

1. Ensure the correct and timely Report issuance particularly standard files in relation to the productivity quality targets of the Operations Department.
2. Encode information - Accurately efficiently - in the user application based on received trade documents, Comprehensive Import Supervision Scheme - CISS - Contract Country Instructions, Business Rules and other related or similar references.
3. Check completeness of worksheet other related documents prepared by Trade Analyst - TA -; giving feedback if necessary before encoding the details in the user application system.
4. Assist in amending Reports based on review done by the Trade Analyst, as necessary.

**PERSONAL INFORMATION**

Birthdates : March 11, 1993

Place of Birth : Bocaue, Bulacan

Gender : Male

Nationality : Filipino

Religion : Catholic

Civil Status : Single



**Gulfjobseeker.com CV No:** **1490814**