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| **Objective** | | |
|  | Any position that suits the given qualifications that is based on my knowledge and presented working experience. | |
| **Education** | | |
|  | 1999 - 2005 Holy Angel University Pampanga  **Bachelor of Science in Business Administration**  **Major in Business Management**  **Area of Specialization: Information Technology**  July 29, 2009 University of Makati Manila  **Real Estate Broker Licensure Examination Passer** | |
| **Work history** | | |
|  | April 2013 – Jan. 2016 Coca-Cola FEMSA Philippines Inc. Pampanga  **Inventory Control Assistant**   * Count all full goods and raw materials in the warehouse on a daily basis * Research and reconcile daily inventory variances. * Reconcile the daily, monthly, and annual inventory to the SAP computer system. * Identify and report close dated product. * Provides backup assistance to the warehouse as required including receiving shipments, delivery shipments and accepting purchase orders into the system.   April 2011 – Aug. 2012 Palau Pacific Resort  **Lead Storekeeper**   * Receive, Check/Verify all invoices, purchase requisition, purchase order, shipping list etc. for all arriving and delivered items. * Maintain all items (e.g. tools, paints, construction materials, equipment etc.) properly in designated storage. * Sustain inventory count using ERP Navision Inventory System and bin cards for every item received and record the following information such as Acquisition date, Item code, Supplier. * Getting quotations and preparing purchase requisition to maintain adequate inventory of stock items and initiates special orders for materials and tools on special projects. * Verify all information and approvals, then issue materials, tools, equipment to engineers and other department staff as indicated in the store requisition. * Conduct month-end physical inventory.   May 2006 – March 2011 Nepomuceno Realty Group  **Liaison Officer**   * In charge of the processing of Transfer of Title of lot. * Coordinating to the government entities such as BIR, City Municipal, Registry of Deeds, Bureau of Lands, HLURB and etc. any concerns about real estate and building construction of the company.   ***Project Maintenance Supervisor***   * Supervises and Handling Company’s Maintenance of its real estate projects as well as its maintenance supply. * In charge on Payroll and Purchase Orders, and other administrative work on maintenance concern.   **Sales/Marketing Advisor**   * Helping and assisting clients to their needs by giving them advises and the right information about the project. * Doing fieldwork, leaf letting, and telemarketing to market the project. * Take a big role in selling and marketing company's real estate projects and making sure to meet the quota of selling at least 1 lot a month of the subdivision projects of the company and provide direct marketing and sales support. * Also responsible for maintaining customer, prospects and competitor databases and assessing, devising, and implementing marketing promotions.   Nov 2005 – Apr. 2006 SDMC-Nestle Distributor  **Inventory Clerk**   * Maintains records of quantity, type, and value of merchandise. * Computes figures from records, such as sales orders or purchase invoices to obtain current inventory. * Check and verifies clerical computations against physical count of stock * Received all delivered products for storage & sign invoices * Monitor, report & request all out of stock/products & those are already expired. * Maintain & sort all products in storage * Doing physical count of all products in the storage every end of the month. | |
| **Skills** | | |
|  | * Knowledgeable in computer application such as Microsoft office, Word, Excel, and SAP. * With basic knowledge in accounting, finance, sales and marketing * Knowledgeable in Inventory Management System. * Familiar in all other Administrative work. * Knowledgeable in Information Technology Management * Capable in simple troubleshooting of computers with one-year experience working in computer laboratory as student aide in computer laboratory. | |
| **Personal DatA** | | |
|  | *Date of Birth:* February 02, 1983  *Civil Status:* Married | *Height:* 5’5”  *Weight:* 130 lbs |
| \*A hard worker who is eager to learn. Accepts direction easily and willing to invest time and effort to complete a certain responsibility. | |