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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.
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| **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.
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| **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. |