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**PROFESSIONAL PROFILE**

* Accomplished 4 positions for a consecutive period of 6 years and 5 with an **ISO** certified general construction and ship building company in the Philippines.
* Started working as a project employee and was evaluated with excellent work performance. Promoted to a permanent function as a Purchaser.
* Served as a private assistant of the Vice President of the company for 2 years. Worked closely with finances and non-business related matters.
* Experienced in construction and retail environment, can adapt swiftly, well rounded and multi-tasking.
* Acquired effective selling techniques and enhanced customer service skills which were practiced continuously at present in a stationery company in UAE.

**EDUCATION:** Bachelor of Science in Business Administration

**Management**, 2003-2007, Philippines

* Customer Service
* Vendor Relations
* QuickBooks & POS
* Computer Proficiency
* Clerical Support
* Accounting
* Professional Communication Skills
* Procurement/Purchasing
* Cash Handling & Management
* Data Entry
* Business Correspondence
* Warehousing and Inventory
* Negotiating Skills
* Retail Cashiering
* Documentation

**SKILLS**

**EXPERIENCE:**

4/2014 to Current **Sales Cashier**

My Bookstore-

* Manages over all shop’s operation from opening until closing of business hours.
* Greets customers and determined their specific needs by following up and generating repeat business by encouraging customers to return.
* Packs customer purchases in an organized manner and assisted in carrying out their items.
* Organizes shelves and display to maximize customer interest and sales. Replenish display and request out of stocks items.
* Establishes or identify prices of goods, and tabulate bills using calculators, cash registers, or price scanners.
* Calculates total payments received during a time period and reconcile with the total sales.
* Accommodates and resolves issues regarding service and product complaints, and returns from customers.
* Responds to variety of questions concerning merchandise availability, special deals, features and use and communicated customer request to management.
* Examines deliveries and report damages and returns.
* Completes cleaning duties and maintained orderliness of the establishment daily.
* Submits daily sales and expenses reports, stocks requisitions and issuances and compile.
* Performs daily bank deposits.
* Conducts inventory, listings and reports.

8/2010 to 2/2014 **Purchaser**

PICMW, Inc.

* Researched multiple sources for supplies, evaluated proposals and negotiated contracts.
* Established and monitored database of approved suppliers and evaluated performance on a quarterly basis.
* Tested and endorsed new quality products and services that are relevance to company operation.
* Formulated new purchasing formats and simplified company’s purchasing process for effective and efficient operation.
* Trained and supervised two purchasing staffs.
* Negotiated and purchased supplies and merchandise up to Php 80 million annually.
* Reduced cost and increase profit by contracting volume discounts from vendors.
* Scheduled incoming and outgoing freight for just in time delivery of goods.
* Facilitated monthly inventory of stocks, tools and equipment to validate damages, loss and maintain stock availability on time.
* Allocated Php 20 thousand petty cash for small purchases and replenished on a weekly basis.

2/2009 to 7/2010 **Property Custodian**

PICMW, Inc. -

* + - * Monitored ingoing and outgoing of tools, machines and equipment by proper documentation and organized stock room set-up.
      * Established and implemented database of all company properties for fast and easy traceability.
      * Categorized and arranged all properties by assigning identifications and proper tagging.
      * Facilitated monthly inventory, audited records and submitted damaged and loss reports.

10/2008 to 2/2009 **Sales Clerk**

PICMW, Inc

* Scheduled and coordinated meetings, appointments and travel arrangements for supervisors and managers.
* Typed documents such as correspondence and emails. Recorded and transcribe and distributed minutes of meetings daily.
* Opened, Sorted and distributed incoming communication data, including faxes, letters and emails.
* Efficiently answered telephone calls and routed to appropriate staff members.
* Communicated and assisted organizational staff, executives, clients, vendors and visitors on a daily basis.
* Reorganized filing and documentation system for easier and faster record tracking.

8/2007 to 10/ 2008 **Accounting Clerk**

PICMW Inc

* Calculated and assessed 500 maximum employee timesheets for payroll in a weekly basis.
* Adjusted and computed deductions, advances, insurances and other benefit accounts.
* Responded and communicated to questions or complaints and resolved discrepancies if any.
* Processed project billings and initiated submission and collection.
* Projected weekly cash requirement and budgeted cash allocations weekly.
* Performed bank transactions such as deposit, transfer of funds and payroll withdrawal.
* Assessed and compute vendor’s billing for payment processing.
* Assisted in other accounting monthly reports.
* Distributed payments due to vendors.

**PERSONAL INFORMATION**

Date of Birth: 04/09/1986

Civil Status: Single