

Whats app Mobile:+971504753686

Gulfjobseeker.com CV No:1567554

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**CAREER OBJECTIVE:**

Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

**CAREER SUMMARY:**

Good communication and interpersonal skills

Demonstrated quantitative and analytical skills with strong attention to detail

Ability to handle multiple tasks and meet deadlines

Extensive knowledge of logistic operations like distribution, transportation and warehousing

Ability to take initiatives and work under minimal supervision

Flexible and ability to work under pressure

Positive attitude, good leadership with excellent time management skills

Proven track record of supervising and monitoring of personnel

Goal-oriented and problem solving skills

Ability to provide excellent customer service

Excellent in improving the existing relation of organization and client

Knowledge in inventory management

Ability to identify problems quickly and resolve the same efficiently

**COMPUTER KNOWLEDGE:**

Proficient in microsoft office and internet

Setting up of computers LAN/WAN networking and internet connectivity

Computer assembly, maintenance, troubleshooting & installation of various software

Can easily adapt company’s special program

**WORK EXPERIENCE:**

Worked as Logistics Manager at Full Line Dist., Inc. from April 2007 to Dec. 31, 2015

Single Proprietor at JNC Cyber Works from July 2002 to July 2006

Worked as Community Affairs Assistant at Makati City Hall from Dec.2001 to June 2002 Worked as Accounting Assistant at Le VES Int’l, Inc. from April 1997 to October 2001

**RESPONSIBILITIES HANDLED:**

**Logistics Manager**

Hired, trained, evaluate employees performance to enhance the growth and development of the organization.

Plan and managed delivery personnel on daily shipments to customer as per company quality standards.

Shipment tracking and updating delivery personnel on timely basis.

Provides logistic advice and resolved any shipment problems promptly.

Coordinate with concerned sales agent regarding customer orders and delivery schedules.

Communicate to billing section for releasing of invoices and collection officer for updating account payments.

Managed procurement to 10 different suppliers as well as implement strategies to ensure correct allocation of goods to meet delivery schedules.

Coordinated and supervised warehouse personnel for loading/unloading of goods & proper storing of products.

Conducting monthly inventories and maintaining stock.

Reviewing logistics management operations to identify requirements and resources like manpower, funding, facilities, materials and services.

Perform IT related work in the company.

Preparing inventory and sales report to supplier and as requested by the organization.

Encoding pricelist to company’s special program.

Payroll administrator.

**Single Proprietor**

Managed, maintains, analyzes, troubleshoots, repairs computer systems,

hardware and computer peripherals in internet/gaming shop.

**Community Affairs Assistant**

Teaching Basic Computer to City Hall Employees (Instructor)

Encoding/updating employees information in a computer program.

**Accounting Assistant**

Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.

Prepares bank reconciliation & employees payroll.

Posts financial data to appropriate accounts according to instructions.

Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions.

Prepares account deposit ticket, and deposits money as directed.

Determines content and assembles data in order to prepare monthly reports for review.

Composes routine letters and reports using instructions or guidelines of the work area. Inventories office supplies and equipment; prepares and submit orders for purchase.

Calculates rates paid for purchases and all price extensions.

Operates standard office equipment. Performs related work as assigned.

**EDUCATIONAL DETAILS:**

Bachelor of Science in Accountancy from University of Makati, Philippines.

High School Diploma from Pampanga High School, Philippines.

Elementary Diploma from Dolores Elementary School, Philippines.

**PERSONAL DETAILS:**

Date of Birth : October 11, 1976

Languages Known : English & Filipino