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**OBJECTIVE**

To acquire an opportunity that will enhance my skills and capabilities in total service.

**WORK EXPERIENCE**

COMPANY : ZEBRANO WOODWORKS L.L.C

Date of Employment : September 13, 2014 – February 9, 2016

Position : Store Keeper

Job Description

* Check and receive delivery materials; checking all the details of the Delivery Note with the Purchase Order are correct and in good condition.
* Keeping all the materials stack in a safe location with the proper labels and codes; maintains good housekeeping inside the store.
* Prepares , request, and issue materials, tools, and machines.
* Performs daily monitoring of materials through checking the system quantity and the actual quantity through maintaining stock card records.
* Conduct monthly stock taking or Inventory.
* Records keeping of invoices and delivery notes.

COMPANY : COPYLANDIA SERVICES AND TRADING, INC.

Date of Employment : July 28, 2001 – January 10, 2014

Position : Stock Custodian

Job Description

* Checked and receives stocks delivery.
* Making monthly forecast allocations.
* Monitors on daily stock withdrawals.
* Prepare and submit stocks and spareparts requisition.
* Records keeping of documents on delivery receipts and invoices.
* Actual counting of Monthly inventory report.
* Encoding of daily sales transaction and stocks withdrawal, meter reading and cash counting.

COMPANY : CHOWKING FOODS CORPORATION

Date of Employment : October 16, 2000 – March 15, 2001

Position : Service Staff

Job Description

* Customer Service, Order taking, serving orders, and maintaining the cleanliness of the store.

COMPANY : PLAZA FAIR DEPARTMENT STORE

Date of Employment : June 2000-September 2000

Position : Sales Clerk

Job Description

* Customer service, product merchandising, and selling.

COMPANY : JOLLIBEE FOODS CORPORATION

Date of Employment : October 1998-March 2000

Position : Service Crew

Job Description

* Preparing orders, order taking, serving orders, and maintaining the cleanliness of the store.

COMPANY : DUNKIN DONUTS

Date of Employment : October 1997-September 1998

Position : Service Crew

Job Description

* Customer Service, order taking, serving orders, maintaining the cleanliness of the store, merchandising and refilling of donuts.

**EDUCATION**

COLLEGE : ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY

Course : Computer Science Technology

Date Graduated : March 1997

SECONDARY : CAGAYAN DE ORO SCHOOL OF ARTS AND TRADES

Date Graduated : March 1995

ELEMENTARY : AGUSAN ELEMENTARY SCHOOL

Date Graduated : March 1991

**SKILLS**

Data Entry

Basic Computer Knowledge: MS WORD, MS EXCEL, MS POWERPOINT

Good in Oral and Written Communication Skills

Customer Service

Inventory Skills

Cashiering

**PERSONAL DATA**

Date of Birth : June 8, 1978

Civil Status : Married

Height : 5’4”

Weight : 60 kgs.