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**POSITION DESIRED: LOGISTICS ASSISTANT/OFFICE ASSISTANT**

**SUMMARY**

* To be a part of a reputable company where I can apply my skills and knowledge in the best possible way to achieve the company’s goals and to contribute creatively to its continued growth and development.

**WORKING EXPERIENCE**

**EAGLE CEMENT CORPORATION**

Brgy. Akle, San Ildefonso,

Bulacan, Philippines

***Position Held : Trans-shipment Auditor / Logistics Assistant***

***Peroid (from – to) : October 2013 – January 2016***

**DUTIES AND RESPONSIBILITIES**

* Responsible for Addressing customer orders and customer invoices.
* Ensure that the warehouse has sales order in place before carrier arrives to collect.
* Prepare delivery documents for the Driver transporting the orders.
* In charge also for maintaining truckload driver packets for all shipping documentation.
* Coordinates distribution of cement via pick up by drivers or delivery.
* Perform various office clerical duties as related to trucks packets, shiping labels, stock labels, truck information, load verification etc.
* Audit freight cost and documentation
* Receive shipments and ensure both quality and quantity.
* Create and maintain contact with vendors and customers to ensure timely delivery of goods
* Ensure that all items are properly numbered and tagged
* Data entry of goods receipt (GRN) into ERP System.
* Perform administrative duties (including documents distribution/collection/filling).
* Compile non-conformance report and expedite on closing of product discrepancy.
* Update and compile logistics-related Daily, monthly, And Annual reports.
* Maintain and update stock inventory records and location of goods.
* Assist to answer incoming calls and message taking.
* Other related logistics duties as assigned.

**PRODUCERS SAVINGS BANK CORPORATION**

Poblacion, San Ildefonso, Bulacan, Philippines

***Position Held : On the Job Trainee***

***Peroid (from – to) : April 16, 2012 – May 23, 2012***

**DUTIES AND RESPONSIBILITIES**

* Responsible for Filling and Sorting of Files/Documents.
* Responsible for Printing and Scanning of Files/Documents.
* Ensure that Counting of Cash was Accurate.
* Data Entry on Computer
* Other Related Bank Duties as Assigned.

**SEMINARS/TRAINING ATTENDED**

* 2ND Go Negosyo Filipino Technopreneurship Summit 2013

SMX Convention Center, Pasay City (January 21, 2013)

* Breaking through Customer’s Purchasing Decision ,Cayetano Hall,(Sept. 26, 2012)
* Consumer Behavior: The Secret to Increase Sales And Revenues (Sept. 30, 2011)
* Pre-Employment Orientation Seminar (PEOS), BASC Gymnasium, (Mar 20,2013)

**EDUCATIONAL ATTAINMENT**

**Tertiary**  : **Bulacan Agricultural State College**

Pinaod, San Ildefonso, Bulacan

**Degree Obtained : Bachelor of Science in Business Administration**

Major in Marketing Management, (2009-2013)

**SPECIAL SKILLS**

* Ability to work independent as well as a team
* knowledge on SAP System (SD, MM, ERP)
* Computer literate: Microsoft, Excel and Power point
* Self-motivated and fast learner.
* Documentation
* Data Skills- Tabulating, Computing, and Checking

**PERSONAL INFORMATION**

**Date of Birth :** August 01, 1992

**Age :** 23 yrs. Old

**Sex :** Male