**First Name of Application CV No 1638348**

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**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To be able to seek a challenging position in a progressive company that will allow me to use my skills and experience, grow in my career and contribute to the goals of the company.

**EDUCATIONAL BACKGROUND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TERTIARY : Polangui Community College**

Polangui,Albay

June 1997 to 2001

**COURSE : Bachelor of Secondary Education**

**JOB EXPERIENCES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **PROBIKES MOTORCYCLE CENTER**

Howard Tower Rizal Avenue cor,6th Avenue Caloocan City

**Logistics Supervisor**

May 18,2006 – December 29,2015

* Purchasing and forwarding of all documents 202 branches Pmc/Emic(motorstar)
* Received all request accountable forms from branches (Sales invoice receipts,Delivery receipts,Cash receipts and Provisionary receipts.)
* Request accountable forms indicate all receipts in the branchsign by Branch manager and cashier fax to logistics department head office.
* Upon received request accountable forms,my staff reconcile to cashier all stocks receipts if buffer or currently used.
* After checking and reconcile all request to be forwarded to me for approval,after my approval to be forwarded to Audit head department for double checking and final approval.
* After final approval of Audit department to be return to my department and my staff all approved request accountable forms pouch tru LBC with attachment of transmittal for designated branches that have requested forms.
* Inform branches / cashiers tru chat or call for their pouch.
* Received all request fixed assets ( vault,cabinet,table etc)
* Checking request fixed assets to be forwarded to GM office for approval
* After approval purchase order to supplier and wait for deliviries of items
* Prepared issuance of check payment for all delivered to be sign by GM.
* Communicate to all suppliers for pending transaction.
* Monitoring of all stocks receipts
* Monitoring of in and out deliveries
* Monitoring fixed assets of all branches
* Monthly reports of used and unused receipts
* Monthly reports of fixed assets
* Incharge all concerns Logistics Department
* Quarterly meeting all supervisors together with Area bookkeeper and General manager.

**SPECIAL SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficient in speaking Filipino and English
* Outstanding knowledge in Microsoft Word and Excel
* Proficient communication skills both written and oral

**PERSONAL DATA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AGE :** 35 years old

**DATE OF BIRTH :** August 28,1980

**CIVIL STATUS :** Single

**HEIGHT : “**5’4”

**WEIGHT :** 100 lbs.

**GENDER :** Female

**CITIZENSHIP :** Filipino

**LANGUAGE :** Filipino and English