**First Name of Application CV No 1644498**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**OBJECTIVE**

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**CAREER QUALIFICATION**

* Working experience in ERP Oracle in Inventory.
* Familiar with all type of documents used in warehousing and inventory functions.
* Able to communicate with suppliers and focal points of other centers by using appropriate communication tools such as emails.
* Familiar of using barcode scanning devices for issuing and receiving of material.
* Familiar with all the safety requirements in warehouse operations.
* Hardworking and flexible.
* Familiarity with Microsoft Office Applications.
* Able to maintain professional working relationship with others of different culture and belief.
* Can work with minimal supervision.

**CAREER ACHIEVEMENTS**

* Contributed to one of the prestigious projects of (Qatar National Convention Center) where receipt, tagging and delivery of material was required and done within constrained working conditions within a very short time.

**EDUCATIONAL ATTAINMENT**

* College Level: ***Graduated* in 2000, 2 year course Computer Secretarial**

**AMA Computer Learning Center**

**Marikina Branch, Philippines**

**WORK EXPERIENCE**

* **Qatar Foundation Education City, State of Qatar**

**Warehouse Assistant, August 2011 to October 2015**

**Reports to the Head of Inventory Management**

**Company Name: Al Mukhtar Cleaning & Services**

Basic Duties & Responsibilities

* Perform Asset tag and inspection in all the Center of Qatar Foundation.
* Monitoring both incoming and outgoing emails by the focal point.
* Maintaining Asset Disposal Data and other inventory reconciliation records.
* Generate Asset Tagging Report and perform essential tasks to complete the tagging process.
* Input Inventory Data into computer programs for maintaining organized records and archives and ensures the computer inventory data remains accurate.
* Perform cycle count on inventory stock.
* Follow up the pending items from suppliers and expedite the delivery.
* Generate required reports from the databases and ERP.
* Does quality check on the data entered by the contractors/suppliers.
* Back up databases on a daily basis.
* Compile warehouse weekly report and submit to Procurement Manager.
* Perform other tasks as directed.
* **Commission on Elections Marikina City, Philippines**

**COMELEC Receptionist, 2003 to 2005**

**Reports to the COMELEC Marikina City**

Basic Duties & Responsibilities

* Recruits and supervises all volunteers (poll workers) engaged in coordinating elections.
* Entering the data on the system by precinct number.
* Verifying the voter’s application thru system.

Releasing voters ID’s per precinct.

* Compiling daily reports and submit to COMELEC Officer.
* Perform other tasks as directed.
* **SM Supermarket Manila, Philippines**

**Selling Clerk, 2001 to 2003**

**Reports to the SM Supermarket**

Basic Duties & Responsibilities

* Responded to customer needs, providing product information, aisle locations, back stock checks and price verifications for approximately 70 customers daily.
* Built special sales displays and maintained existing shelves.
* Enforced workplace and food safety procedures and standards.
* Maintained cleanliness, organization and functionality of stocked shelves, back warehouse and loading dock.

**Personal Data**

Nationality : Filipino

Date of Birth : August 27, 1981

Gender : Female

Civil Status : Single

Religion : Roman Catholic