**First Name of Application CV No 1646754**

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**OBJECTIVE:**

To find a job that would provide an opportunity for personal growth and professional advancement with an aim geared towards achieving the company’s goal.

**EMPLOYMENT RECORD:**

**Indoor Sales Representative** *at* ***ENIGMA COMPUTERS***

Mc Arthur Highway, Angeles City Philippines

January 2015 – February 2016

**Duties & Responsibilities**

* Welcome customer as they arrive with a smile.
* Ask customer how they can be help.
* Provide customers with the product information that they need.
* Demonstrate the working of a product when the customer asks.
* Provide customers with information on daily deals and promotions.
* Make sure that work area and aisles are clean and shelves are dusted properly.
* Explain product features and warranty agreements.
* Assist customer by taking down products that may not easy to reach.
* Handle cashier duties by taking cash or credit cards in exchange of goods sold.
* Ensure that all purchased items are delivered to the customers in prompt manner.
* Arrange products on shelves in a tidy manner.
* Check inventory to ensure product is in stock and order out of stock items in a timely manner.

**International/Central Purchaser** at ***LUENTHAI CLOTHES MANUFACTURING.***

M.C. Recto Ave, Clark Freeport, Angeles, 2009 Pampanga, Philippines July 2013 - December 2014

**Duties & Responsibilities**

* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Forwards available inventory items by verifying stock; scheduling delivery.
* Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
* Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Authorizes payment for purchases by forwarding receiving documentation.
* Keeps information accessible by sorting and filing documents.
* Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes purchasing and organization mission by completing related results as needed.

**SPECIAL ACTIVITIES:**

* Barangay Secretary at Hacienda Dolores Porac, Pampanga. June 2014 to Feb. 2016

**PERSONAL DATA:**

Date of Birth : 1st January 1993 Place of Birth : Pampanga Philippines

Age : 23 years old Gender : Male

Visa Status: Tourist Nationality : Filipino

**EDUCATIONAL ATTAINMENT:**

**COLLEGE** : **Associate in Computer Technology**

Systems Plus College Foundation

Sto. Rosario, Angeles City, Philippines

2011-2013

**RELEVANT INFORMATION:**

* Literate in computer: Proficient in the use of MS Office such as MS WORD, PowerPoint & Excel
* Languages – English, Tagalog,
* Can establish good working relationship among others.
* Has the initiative to learn, hardworking and flexible.

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| **SEMINARS / TRAINING ATTENDED:** |  |  |
| June 18 – October 8, 2012 | : | **ACT Trainee of 300hours** |
|  |  | Systems Plus College Foundation |
|  |  | Miranda St. Angeles City |
| September 12, 2012 | : | **“10th Philippines Youth Congress on Information Technology”** |
|  |  | University of the Philippines (UP) |
|  |  | Diliman, Quezon City |
| August 26, 2011 | : | **PSITE Student Assembly on I.T Education “I.T Clicks”** |
|  |  | SM City Baliuag, Baliuag, Bulacan |