**First Name of Application CV No 1647312**

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**Objective:**

To obtain a job that will enhance my skills and abilities, that will challenge my potentials and allows me to grow personally and professionally.

**Job Experience:**

Company: Al-Futtaim Auto and Machinery (Famco)

Position: Picker for Workshop Parts Counter

Inclusive Dates: April 6, 2014 up to Present

Job Description:

* Parts Picking as per Material Issue Slip.
* Delivering all the parts to workshop and body shop technician.
* Creating Material Issue Slip.
* Checking all the parts in the catalogue with the technician to get the correct part numbers.
* Receiving, checking and processing the parts returned by the technician.
* Processing the job changes if requested by workshop personnel.
* Creating Manual Slip for Truck and Bus Breakdown.
* Cleaning the designated area that was assigned by warehouse manager.
* Making sure all the parts issued are posted in the system in a daily basis.
* Delivering parts in a fast and efficient manner.
* Creating parts branch transfer if necessary.
* Making sure that all parts are being picked correctly as per part number and quantity.
* Checking all the parts that will be issued are in good condition.
* Answering phone calls and transferring them if needed.
* Helping other warehouse activities if needed or being asked by the Storekeeper.

Such as doing the other task like Binning parts, picking parts for the customer, packing, checking the physical and system quantity if necessary.

* Driving forklift for loading or delivering heavy parts to workshop.

**Job Experience:**

Company: AMDATEX SERVICES CORP.

Position: Business Process Associate / Data Entry

Inclusive Dates: November 16, 2011 to October 28, 2013

Job Description:

* Downloading of the documents in client server
* Segregation of the documents by type and date recorded
* Encoding of document information in the system quickly and efficiently.
* Making sure that all information is encoded correctly as per document.
* Carrying out task given by Managers / Supervisor.
* Researching additional information if needed.

Company: TELETECH CUSTOMER CARE MANAGEMENT PHILIPPINES, INC.

Position: Desktop/Technical Support Representative

Inclusive Dates: December 14, 2010 to October 4, 2011

Job Description:

* Answering phone calls in a friendly manner
* Answering questions and queries of the customers.
* Resolving all technical problems of HP laptops quickly and efficiently.
* Processing Credit Card Payments and Quotations.
* Pitching of sales to customers.
* Making sure that you make the customer satisfied by your service.

Company: SHOPWISE

Position: Receiving Clerk / Warehouse Clerk

Inclusive Dates: January 23, 2007 to July 7, 2008

Job Description:

* Receive trucks and unload merchandise.
* Stack merchandise on racks.
* Fill requisitions, work orders, or requests for materials, tools, or other stock items.
* Match purchase orders to sales orders
* Place merchandise on pallets or shelves for distribution.
* Record amounts of materials or items received.
* Sort material according to size, type, style, color, or product code.
* Carry out tasks as assigned by the warehouse supervisor / manager.
* Follow all safety codes.
* Identify damage, loss, or surplus of goods and materials stored in the warehouse.

Company: ACE HARDWARE

Position: Warehouse Clerk

Inclusive Dates: February 15, 2005 to July 15, 2006

Job Description:

* Receive trucks and unload merchandise.
* Stack merchandise on racks.
* Fill requisitions, work orders, or requests for materials, tools, or other stock items.
* Match purchase orders to sales orders
* Place merchandise on pallets or shelves for distribution.
* Record amounts of materials or items received.
* Sort material according to size, type, style, color, or product code.
* Carry out tasks as assigned by the warehouse supervisor / manager.
* Follow all safety codes.
* Identify damage, loss, or surplus of goods and materials stored in the warehouse.

**TRAININGS/SEMINARS ATTENDED:**

PHOENIX ONE Finishing Course for Call Center Agent

September – October 2007

STI COLLEGE NYC National Youth Convention

January 2009

238 ENTERPRISES on the Job Training – IT Support

December 2009 – March 2010

**EDUCATIONAL BACKGROUND**

Tertiary: STI COLLEGE – LAS PINAS

Course: Diploma in Information Technology

Year Graduated: May 2010

Tertiary: TECHNICAL UNIVERSITY OF THE PHILIPPINES – TAGUIG

Course: Electromechanical Technology

Year Graduated: 3rd Year Undergraduate

Secondary: Las Piñas College

Year Graduated: March 1998

Elementary: Almanza Elementary School

Year Graduated: March 1994

PERSONAL BACKGROUND:

Age: 33 yrs. Old

Date of Birth: June 23, 1982

Gender: Male

Civil Status: Single

Height: 5’6”

Weight: 150 lbs.

Language Spoken: English and Filipino

Skills: Knowledgeable in Microsoft Office Applications, Visual Basic 6.0 and Java Programming

Basic SAP Application

Can operate forklift and I have a license to operate.