

**PAUL**

Bur Dubai, UAE

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**Career Objective:**

To continue to grow in leadership and knowledge, excel in innovative technology application, interact and share with team members and colleagues, and develop world class solution to real world challenges

**Skills and Abilities**

* receptive to new ideas, dynamic and flexible
* I could easily apply all the things I learned in college
* Skilled in Microsoft Office Application
* Fast learner and can work under minimal supervision
* With high determination and motivation towards work
* Willing to attend seminars and undergo trainings to further enhance skills and gain more knowledge
* Hardworking and fast-learner.
* Can work under pressure

**WORK EXPERIENCES:**

**EAA Parcel and Services (under agent served of AIR-21)**

Agent/Courier

2014 up to present

Responsibilities as **Courier/ Agent:**

* Perform the delivery tasks and pick-up of customer material in a polite, resourceful and professional manner
* Load and unload a delivery truck through a variety of mechanisms
* Ensure documents are delivered and entered accurately
* Communicate with main office through a mobile device
* Maintain route supply inventory to ensure prompt delivery of products to customers
* Provide basic customer service by giving required information
* Maintain delivery records
* Obtain signatures and payments, or arrange for recipients to make payments.

**JCL Forwarder (Formerly RJB Forwarder)** Zuellig Pharma Corp.Checker/Panel Crew

2010-2014

Responsibilities as **Checker/Panel crew:**

* + Counted all products, compared to manifest, and checked all consignments for damage and infestation, prior to product storage
	+ Compared amount, quality, labeling and address with customers order to make sure shipments are complete and accurate
	+ Assisted in loading or unloading of merchandise
	+ Maintained a clean, tidy and arranged work area
	+ Reported all shortages, damages, and miss-shipments on proper forms and forwarded them to office staff
	+ Verified and signed for inbound shipments
	+ Checked contents of assembled orders.

**HRSI HR Specialist INC** (PCI Magiclub, Magic Group of Companies)

Sales Staff

January 2008- June 2010

Responsibilities as **Sales Staff**

* Handles cash and credit sales and close out till the end of the shift
* Process, price and shelve incoming products
* Maintain shelf organization and stocking
* Run the till, makes sales, answer customers’ questions and handle customers’ complaints
* Effectively communicate store policies to customers
* Provide a safe and and welcoming retail environment

**Futwork Enterprises**

Junior Sales Representative

2006-2007

Responsibilities as **Junior Sales Representative:**

* Making appointments to meet new and existing customers.
* Understanding customers’ needs.
* Promoting new products.
* Agreeing sales, prices, contracts and payments
* Keeping records of orders, sales and inventory.
* Meeting sales targets.
* Reporting sales trends to employer.

**Coca Cola Bottling Corp.**

Romac Group Corp.

Utility Bottling Assistant

May 2004-November 2005

**PERSONAL BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| NATIONALITY | : | Filipino |
| CIVIL STATUS | : | Married |
| AGE | : | 33 years old |
| DATE OF BIRTH | : | January 29, 1983 |
| SEX | : | Male |
| RELIGION | : | Roman Catholic |
| HEIGHT | : | 5’2” |
| WEIGHT | : | 110 lbs. |

**EDUCATIONAL BACKGROUND:**

**Tertiary** **:** **Bachelor of Science in Commerce**

Lyceum Northwestern University

Year: 2000-2004

**Secondary**

**:**

**Calasiao Comprehensive National High School** Calasiao,Pangasinan, Philippines 2418 Year: 1996-2000

**Primary**

**:**

**West Central Elementary School**

Dagupan City , Pangasinan, Philippines 2418

1991-199

*I hereby certify that the above-mentioned data are true and correct to the best of my knowledge and belief.*

**PAUL**