**OBJECTIVE**

To acquire an opportunity that will enhance my skills and capabilities in total service.

**WORK EXPERIENCED**

**COMPANY : WOODWORKS L.L.C**

**Address : , Qatar**

**Date of Employment : September 13, 2014 – February 9, 2016**

**Position : Store Keeper**

Job Description

* Check and receive delivery materials; checking all the details of the Delivery Note with the Purchase Order are correct and in good condition.
* Keeping all the materials stack in a safe location with the proper labels and codes; maintains good housekeeping inside the store.
* Prepares , request, and issue materials, tools, and machines.
* Performs daily monitoring of materials through checking the system quantity and the actual quantity through maintaining stock card records.
* Conduct monthly stock taking or Inventory.
* Records keeping of invoices and delivery notes.

**COMPANY : AND TRADING, INC.**

**Address : Philippines**

**Date of Employment : July 28, 2001 – January 10, 2014**

**Position : Stock Custodian**

Job Description

* Checked and receives stocks delivery.
* Making monthly forecast allocations.
* Monitors on daily stock withdrawals.
* Prepare and submit stocks and spareparts requisition.
* Records keeping of documents on delivery receipts and invoices.
* Actual counting of Monthly inventory report.
* Encoding of daily sales transaction and stocks withdrawal, meter reading and cash counting.

**WORK EXPERIENCED**

**COMPANY : CHOWKING FOODS CORPORATION**

**Address : Philippines**

**Date of Employment : October 16, 2000 – March 15, 2001**

**Position : Service Staff**

Job Description

* Customer Service, Order taking, serving orders, and maintaining the cleanliness of the store.

**COMPANY : PLAZA FAIR DEPARTMENT STORE**

**Address : Philippines**

**Date of Employment : June 2000-September 2000**

**Position : Sales Clerk**

Job Description

* Customer service, product merchandising, and selling.

**COMPANY : JOLLIBEE FOODS CORPORATION**

**Address : Philippines**

**Date of Employment : October 1998-March 2000**

**Position : Service Crew**

Job Description

* Preparing orders, order taking, serving orders, and maintaining the cleanliness of the store.

**COMPANY : DUNKIN DONUTS**

**Address : Philippines**

**Date of Employment : October 1997-September 1998**

**Position : Service Crew**

Job Description

* Customer Service, order taking, serving orders, maintaining the cleanliness of the store, merchandising and refilling of donuts.

**EDUCATION**

COLLEGE : ASIAN COLLEGE OF SCIENCE AND TECHNOLOGY

Address : Philippines

Course : Computer Science Technology

Date Graduated : March 1997

SECONDARY : CAGAYAN DE ORO SCHOOL OF ARTS AND TRADES

Address : Cagayan de Oro City, Philippines

Date Graduated : March 1995

ELEMENTARY : AGUSAN ELEMENTARY SCHOOL

Address : Philippines

Date Graduated : March 1991

**SKILLS**

Data Entry

Basic Computer Knowledge: MS WORD, MS EXCEL, MS POWERPOINT

Good in Oral and Written Communication Skills

Customer Service

Inventory Skills

Cashiering

**PERSONAL DATA**

Date of Birth : June 8, 1978

Place of Birth : Philippines

Civil Status : Married

Nationality : Filipino

Height : 5’4”

Weight : 60 kgs.

**First Name of Application CV No :** **1657842**

Whatsapp Mobile: +971504753686

