**BRYAN**



**CAREER OBJECTIVES:**

To join an organization where I can attain a high level performance and to obtain challenging goals that would enhance professional growth and personal achievement.

**WORK EXPERIENCE:**

**Position:** Sales associate

**HALLMARK Dubai, UAE**(Current work)

**Working Status:** Employed

**Ended:** March 03, 2016

*Duties and Responsibilities*

* Runs the Shop Smoothly
* Check all the product had enough stocks
* Requesting of product
* Doing daily/weekly sales reports and feedbacks
* Attending all the customer complaints
* Attending all staff needs

Others

* *Customer Service*
  + Attends all the customer need and wants and push the sales of the store
  + Suggest an items which customer preferred
  + Gives information regarding the product
* *Cashier*
  + Transact all the items that customer wants to buy
  + Collects payments by cash, card and others
  + Balance cash drawer by counting at beginning and end of shift
* *Merchandiser*
  + Display the items accordingly
  + Helping with promotion of items
  + Segregating the items to be displayed according to its section
  + Making the shop looking attractive to the customer all the time
* *Demonstrator* 
  + Attract customer by demonstrating the items how it work
  + Helps the customer how to operate the items that they buy
* *Document Controller*
  + Organizing the shop document
  + Releasing all the purchase order in the system
  + Contact the buyer if any problem regarding invoice
  + Checking all the document if there any missing or left behind

**Position: Stock Clerk**

**Company: Ace Hardware Express Batangas, Philippines**

**(March 31, 2009 – March 31, 2011)**

**Address: Pallocan West Batangas City, Philippines**

**Duties and Responsibilities:**

* Responsible for checking all incoming and outgoing materials and maintaining all the stock in warehouse/DC.
* Preparing documents and scheduling all materials for all outgoing deliveries.
* Preparing monthly reports of all Damaged and Defective items to be submitted to the Supply chain Manager and Managing Director.
* Manage stock control; storage, shipment, document recovery and data entry.
* Organizing and managing of warehouse.
* Set up layout and space management.
* Ensure that workplace have a safety requirements.
* Issue inventory, in/out stock report, dead stock, goods age report, consumption report.
* Maintain housekeeping of warehouse.
* Picking items for customers order. (P.O. / D.O.)
* Receiving and checking the shipment order from the supplier going to the warehouse.

**OTHER SKILLS:**

* Computer literate (MS word, Power point, Internet surfing)
* Photo editing using Adobe Photoshop
* Knowledge in Auto-CAD
* Able to learn quickly, demonstrate flexibility and persistence
* Can work well both independently and as a team

**PERSONAL DATA:**

Age : 27 years old

Status : Single

Height : 5’10

Weight : 75 kg.

Sex : Male

Citizenship : Filipino

Religion : Roman Catholic

Languages Known : English and Tagalog

**EDUCATIONAL BACKGROUND:**

College Education : Bachelor of Computer Engineering

University of Batangas

Hilltop Campus, Batangas City

2005-2006

Industrial Instrumentation and Process ControlTechnology

University of Batangas

Hilltop Campus, Batangas City

2006-2008

High School Education : University of Batangas

Hilltop Campus, Batangas City

2001-2005

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