**OBJECTIVE;**

To attain a responsible position where my areas of knowledge, experiences, accomplishments and proficiency, will allow me to contribute for the growth of the company.

**EMPLOYMENT HISTORY:**

**BODYGUARDZ® | Screen Protectors & I.T APPLE Accessories**

**Free Zone Dubai,UAE**

***January 2012 – March 2016***

**WAREHOUSE ASSISTANT**

***Duties and Responsibilities:***

* Responsible to look after the movement of sticks from the warehouse or inventory thereby keeping a close watch on the inflow and outflow of goods.
* Responsible for maintaining the required level of efficiency or safety while handling the movement of goods and keeps record of all these materials.
* Responsible for timely submission for all the documents that are related to the incoming and outgoing materials and Maintain the safety norms in the warehouse.
* Maintaining the veracity and quantity of documents.

**GENERAL TRADING LLC**

**WAREHOUSE ASSISTANT**

***Duties and Responsibilities:***

* Handling Electronics products and assigned in all major shop here in dubai ***JUMBO,SHARAF DG,VIRGIN,EMAX,PLUG-INS,JACKYS and COMPUME.***
* Dealing with Camera’s Telescopes & binoculars mobiles & accessories, like DSLR & digital’s, Blackberry, Iphone, Samsung, Nokia and all mobile accessories,Mp3 players and computer accessories.
* responsible in storing, releasing, compiles records of the supply in construction, vessels, department store.
* Store and release supplies or equipments
* Compile the records of the supplies and Checking the supplies from time to time
* Record the number and the kinds of supplies and Disseminate the supply in its designated areas.
* Securing the status of each supply and Checking possible damages or scratches

**GROUP JAFZA**

***UAE***

***May 2007 to Oct. 2008***

**SECURITY OFFICER**

***Duties and Responsibilities:***

* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Obtains help by sounding alarms.
* Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
* Controls traffic by directing drivers.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
* Maintains environment by monitoring and setting building and equipment controls
* Maintains organization's stability and reputation by complying with legal requirements.
* Contributes to team effort by accomplishing related results as needed.

**YAMAHA INC.**

***Philippines***

***July 2004 to Aug.2007***

**SALES ASSOCIATE**

***Duties and Responsibilities:***

• Keeping the work environment neat and clean.

• Ensuring that all products or merchandise are placed in their respective areas.

• Ensuring that all stock is replenished.

• Helping customers locate merchandise or find suitable alternatives.

• Participating in periodic team meetings.

• Actively engaged in developing more effective CUSTOMER SERVICE skills.

• Being knowledgeable about the benefits and uses of each product.

• Communicating with managers regarding customer concerns and employee matters.

• Greeting customers with a positive demeanor.

• Maintaining an enthusiastic and upbeat personality.

• Handling sales transactions, which may include operating cash REGISTERS.

• Providing honest and positive feedback to customers regarding the best products that fit the customers’ expectations.

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Marine Transportation**

Cenrtal Visayas polytechnic College Dumaguete City, 1999

**PERSONAL INFORMATION**

Status : Married

Height : 5’7”

Citizenship : Filipino

Visa Status : Cancelled

**First Name of Application CV No:** **1702446**

Whatsapp Mobile: +971504753686

