**RAYSON**

**Personal Qualities**

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| --- | --- |
| * Possess good communication, interpersonal skills & professional appearance.
* Dedicated, hardworking, self-motivated and responsible in nature.
* Ability to maintain regular and predictable attendance.
* Ability to work a designated non-rotating shift, including nights weekends, holidays and be on call as needed.
* Computer literate proficiency in Microsoft Office Applications
 | **Bachelor of Science in Computer Engineer**University of San CarlosCebu City, PhilippinesGraduated October 2005 |

**Work Experience**

May 2013 – Present **LALS GROUP (HOMES R US WAREHOUSE**)JAFZADubai, UAE

Designation: **DOCUMENTATION ASSISTANT** (Customs Dept)

* Prepares Invoice/Packing List to be used for making of the Bill of Entry
* Prepares Bill of Entry using Mirsal II in Dubai Trade Portal System
* Monitor and execution of daily In-bound and Outbound activities in the warehouse
* Prepares E-Gate Pass using Dubai Trade Portal E-Gate Pass for all outgoing cargoes
* Daily monitor and plan showroom deliveries by monitoring customer’s invoices

Feb 2011 – Feb 2013 **WILSHIRE FOODS (SUBWAY)** Dubai, United Arab Emirates

Designation: **SANDWICH ARTIST**

* Provide outstanding Customer Service
* Make sandwiches and salads in front of the customer
* Take phone/fax orders
* Prepares veggies and meat
* Bake fresh breads and cookies
* Makes weekly inventory for the remaining stocks

May 2008 – Nov 2010 **AFFILIATED COMPUTER SERVICES of the PHILS** Cebu City, Philippines

Designation: **DATA ENTRY OPERATOR/OFFICE ASSISTANT**

* Classifies and codes data to be entered. Keys from a variety of prepared and original source documents, forms, and records. Identifies and corrects errors.
* Performs clerical and related office tasks as assigned, such as maintaining records of work received and work performed; verifies data input.
* May also help in training new personnel in the procedures and operation of data entry equipment
* Setup accommodation and entertainment arrangements for company visitors.
* Data entry and loading other necessary information into the software programs
* Maintain and distribute staff weekly schedules.
* Sending faxes in matters related to the office jobs and related works

Jan 2006 – April 2008 **SUN GOLD MARKETING** Cebu City, Philippines

Designation: **SALES ASSOCIATE/MERCHANDISER**

* Arranging the best seller in store merchandising and maintaining all section to be fully organized and giving full attention to certain products.
* Monitor & check the status of the stocks and maintain the professional attitude with sincerity & enthusiasm.
* Become familiar with product information by means of barcodes, vendor number, product knowledge tools & mark downs special promotion.
* Implement & maintain a systematic & updated file for document & other form of communication for easy retrieval when needed.
* Assist the customers need & maintain the customer satisfaction, services & maximum selling targets with a reasonable competitive environment.
* Dealing with customer’s enquiries or request efficiency in warm friendly manner, thus maintaining good guest relation.

**Personal Information**

* Date of Birth : August 7, 1983
* Age : 32
* Civil Status : Single
* Country of Origin : Philippines
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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