**ENRICO**

Email: [enrico.296704@2freemail.com](mailto:enrico.296704@2freemail.com)

**EMPLOYMENT OBJECTIVE**

To obtain suitable position from a company that possess higher integrity. To be able to apply my skills and capabilities for mutual benefits and gain more experience to further enhance my individuality.

**EDUCATIONAL BACKGROUND**

**HIGHER EDUCATION**

2003 – 2007 BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

BICOL UNIVERSITY

**SECONDARY EDUCATION**

1999 – 2003 GUBAT NATIONAL HIGH SCHOOL

**ELEMENTARY EDUCATION**

1993 – 1999 BUENAVISTA ELEMENTARY SCHOOL

**WORK EXPERIENCES**

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| July 20, 2013 – June 28, 2016  **Warehouse In-Charge**  **Vectrus/ GSCS – Camp As Sayliyah**  American Military Base, Doha-Qatar | **DUTIES & RESPONSIBILITIES**   * Knowledge and experience using Webwork system. * Supervise the delivery of materials and supplies to all district facilities upon schedule and /or request. Make emergency deliveries if needed. * Producing regular reports and statistics on a daily, weekly and monthly basis. * Maintain accuracy of all counts and ensure authenticity of all information. * Issuing of MR/ Material Request. * Monthly Stock Taking. * Managing the in and out of the items and bulk delivery. * Monitor and validate all inventories, perform cycle count of all products and perform monthly short dated checks. * Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked. * Compares inventories to office records or computes figures from records. * Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies. * Perform other duties assigned by Manager |

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| May 10, 2011 – April 11, 2013  **Property Specialist**  **SM DEVELOPMENT CORPORATION**  10/F One E-Com Center,Harbor Drive  Mall of Asia Complex Pasay City. | **DUTIES & RESPONSIBILITIES**   * Promoted sales of properties through advertisements, open houses, and participation in multiple listing services. * Identifying prospect or client mapping. * Presented purchase offers to prospect for consideration. * Booth manning and developing client’s interest towards property investment. * Coordinated and arranged appointments and meeting with interested clients * Strategically motivation for certain target. * Prepare documents such as sales contract and assessment in client’s required documents. * Coordinate property closings, overseeing signing of documents and pay-outs. * Follow-up assessment on customer’s satisfaction and concerns. * Earning valuable referrals from clients. |
| May 2, 2008 – April 3, 2011  **Sales Consultant**  **MITSUBISHI – PEAK MOTORS PHILS. INC**  2943 Jose Abad Santos Ave.,  Tondo Manila | **DUTIES & RESPONSIBILITIES**   * Client mapping and identifying prospect. * Setting and arranging appointments for data assessment. * Developed rapport with new client. * Established and maintained relationships with current customer. * Compared needs and interests to various models. * Presented automobile demo by briefing on characteristics, capabilities and features * Conducted test drives and explained warranties and services. * Closed sales by overcoming objections * Coordinated contract signing pay-out. |
| May 10, 2007 – Feb. 10, 2008  **Sales Utility Clerk**  **SM MANILA**  SM City Manila  June 6, 2005 – March 7, 2007  **Promodizer (Part-Time/ Working Student)**  **JOB AND CAREERS INCORPORATED**  Unit 404-A, Summit One Office, 530 Shaw Boulevard  Mandaluyong City Philippines. | **DUTIES & RESPONSIBILITIES**   * Assessed the customers. * Maintained the uniform displays. * Promoted sales * Product demonstration * Arranging stocks * Prepared daily sales reports and comparative reports. * Monthly stocks inventory. * Prepared repeat orders and pull-outs   **DUTIES & RESPONSIBILITIES**   * Assessed the customers. * Maintained the uniform displays. * Promoted sales * Product demonstration * Arranging stocks * Prepared daily sales reports and comparative reports. * Monthly stocks inventory. * Prepared repeat orders and pull-outs. |

**PERSONAL INFORMATION**

Date of Birth : February 22, 1986

Age : 30 years old

Gender : Male

Place of Birth : Sorsogon City, Philippines

Civil Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Height : 5’5”

Weight : 127 lbs.

Dialect Spoken : English, Filipino & Bikol

**SUMMARY OF QUALIFICATIONS**

* Highly motivated in taking probable challenges and opportunities.
* Adoptable in computer based system job.
* Self-disciplined, hardworking and committed to learning.
* Able to work with minimal supervisions.
* Work well under stressful conditions.
* Competitive, efficient, honest, trustworthy and enthusiastic.
* Can assist and motivate all types of customers.
* Average communication and interpersonal skills.