**ENRICO**

Email: 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 DriveMall 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.
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| 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.
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| May 10, 2007 – Feb. 10, 2008**Sales Utility Clerk****SM MANILA**SM City ManilaJune 6, 2005 – March 7, 2007**Promodizer (Part-Time/ Working Student)****JOB AND CAREERS INCORPORATED**Unit 404-A, Summit One Office, 530 Shaw BoulevardMandaluyong 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.
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**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.