**NELSON**

**Email Address:** **nelson.304860@2freemail.com**

**Contact # C/o 0505891826**

**To gain more experience and learn to adapt challenges in my work experience.**

**MUNICIPALITY OF OBANDO PROVINCE OF BULACAN (OJT)**

Data service filer/Admin. Encoder

* Prepare for the upcoming meetings and take down note for the progression of meetings.
* Arranging monthly news bulletin and memorandum
* Preparing corresponding documents invoice including material for bidding

**PROVINCIAL GOVERNMENT OF BULACAN**

**(GENERAL REVISION OF REAL PROPERTY ASSESMENT AND CLASSIFICATION)**

**Field Inventory Team**

* Updating real property land or building
* House to house survey of what is the establishment or the property been developed after a year

**JOLLIBEE**

**Ali Mall Branch Araneta Cubao,Quezon City**

**Stock clerk**

* Preparing the product that will use in the morning
* Cleaning the stock area
* Creating product inventory
* Creating FIFO(first in-first out)

**COCA-COLA COMPANY (FEMSA)**

**Brgy.sto nino, meycuayan, bulacan**

**STOCK COORDINATOR/CHECKER**

* CREATING FIFO(first in-first out)
* Checking the inventory stock of the plant
* Creating inventory stock before and after shift
* Reporting actual stock vs. system stock

**SM HYPERMARKET**

**SM NORTH EDSA QUEZON CITY**

**RDU CLERK**

* Check the expiry date and quantity
* Verifying item before receiving
* Released the return purchase order(P.O) and (B.O.) bad order

**NEW REAL SHELL SERVICE STATION**

**Tigbao, Tacloban, Leyte**

**Area Supervisor**

* Supervising personnel regarding to the shifting schedule
* Receive incoming deliveries
* Maintaining and supervising product quality and quantity and reports

**EDUCATIONAL ATTAINMENT**

**ELEMENTARY**: Mababang Paaralan Ng Tawiran

 Tawiran,Obando,Bulacan

**SECONDARY**: Colegio De San Pascual Baylon

 Pag-Asa,Obando,Bulacan

**TERTIARY**: Bulacan State University

 Malolos,Bulacan