**REYNALDO**

**REYNALDO.330396@2freemail.com**

**PROFESSIONAL SUMMARY**

Experienced Branch Officer in Charge assigned in store operation, specialized in retail of cellphones, tablets, laptops, desktops (branded and customized) and, other I.T products and accessories. As a branch officer in Charge, is responsible for organizing and controlling for the smooth operation of the entire branch and planning promos to increase sales performance that could contributes high value profits to company

**SKILLS**

* Strong interpersonal skills
* Energetic and driven
* Customer-oriented
* Knowledge in Microsoft Applications( MS Word, Excel, PowerPoint)
* Has selling ability and techniques
* Has good customer service
* Knowledge in assembling computer, repair and, troubleshooting

**PERSONAL INFORMATION**

Male, 35 years old, single. I am 5”6 in height and 145lbs weight and a Filipino citizen

**WORK HISTORY**

**Branch Officer in Charge**, July 2013 to September 2016

**Urquan Incorporated -***San Juan City, Philippines*

Manage the branch operation including monitoring of stocks, customers and, branch personnel

Planning of promos that could help increase our sales and achieve our monthly quota

Responsible for branch personnel performance evaluation

Responsible for submitting branch monthly performance report

Responsible for proper coordination with our central office with regards to branch concerns, plans and requests

**SALES PERSONNEL**, April 2008-June 2013

**Urquan Incorporated**- *Makati City, Philippines*

Responsible for assisting customers with regards to their I.T needs

Responsible for display of products we carry that makes our store more entice and attractive so that customers are encourage to visit

Handles both corporate customers and walk INS

Handles also orders thru telephone calls

Doing sales reports that will be submitted to our branch manager

**TECHNICAL STAFF**, November 2007-March 2008

**Urquan Incorporated**-*Makati City, Philippines*

Responsible for testing, diagnosing, repair and, assembling of computer

Responsible for assisting customers with regards to warranty claims

Processing of warranty items to be pull out to supplier thru our central RMA in our head office

Doing reports of items unclaimed, pending from supplier and, for rush that will be submitted to our branch manager

**INVENTORY CLERK**, May 2007-October 2007

**MAR Employment for Good Services, Incorporated**-*Las Pinas City, Philippines*

Responsible for receiving, checking and, storing of deliveries from our central warehouse

Responsible for stock requisition and monitoring

Doing daily inventory of stock

Releasing of ordered items to customer

Doing of inventory reports including stocks discrepancy that will be send to different concern department in our head office thru our branch manager

**INVENTORY CLERK**, December 2006-April 2007

**Horizon Technical Services and Training Resources, Incorporated**-*Las Piñas City, Philippines*

Responsible for receiving, checking and, storing of deliveries from our central warehouse

Responsible for stock requisition and monitoring

Doing daily inventory of stock

Releasing of ordered items to customer

Doing of inventory reports including stocks discrepancy that will be send to different concern department in our head office thru our branch manager

**STORE ASSISTANT**, September 2005-December 2005

**Pilipinas Makro Incorporated**-*Makati City, Philippines*

Responsible for assisting customers, monitoring of displays of the sections assigned. It includes updating of price tags, placing of banners and signages on mass display area

Responsible for replenishment of stocks on displays and storing

Responsible for all promoters assigned on section

**INVENTORY CLERK**, August 2000-January 2001

**Shoemart Incorporated**-*Makati City, Philippines*

Responsible for checking and storing of stocks in our stock room

Reporting of stocks discrepancy to our receiving unit

Helps also assisting customer in selling area

**EDUCATION**

**Bachelor of Science** **in computer Science** Major: Object-Oriented Programming, April 2005

**University of Makati**-*Makati City, Philippines*

**CERTIFICATIONS**

Certificate of Completion “Key Manager Program”