**Jordan**

**Jordan.332010@2freemail.com**

**I.OBJECTIVE:**

            To become a bonafide member of respectable company that provides an avenue for personal and professional growth to enhance my skills and abilities through tasks and challenges in a real scenario of the workplace.

**II. WORK EXPERIENCE**

**DISPATCHER/TEAM MEMBER**

KENTUCKY FRIED CHICKEN

AMERICANA FOOD COMPANY
DUBAI, UAE

December 22, 2014 - up to December 22, 2016

**DUTIES AND RESPONSIBILITIES**

* Running a fully operational dispatching service.
* Maintaining records related to delivery and customer receipt.
* Coordinating the daily operations of drivers.
* Developing strong working relationship with drivers.
* Ensuring the timely completion of the dropped loads database.
	+ Ensuring that order is hot and fresh and pack accurately according to packing standards of the restaurant.
	+ Dispatching the order on time and closing the order after the customer receives the order.
	+ Accepting inbound calls from the call centre and handling customer complaints and queries fairly.

**CHECKER/INVENTORY CLERK**

The D.I.Y. (Do-it –Yourself) Shop

G/F Stern Mall San Nicolas, Candon City,

Ilocos Sur, Philippines

January 11, 2011 – December 21, 2014

**DUTIES AND RESPONSIBILITIES**

* Conducting daily inventory and inputting daily loss and excess of the products.
* Receiving deliveries from the warehouse and ensuring the products is free from damage.
* Making monthly sales reports and comparison.
* Checking the expiration of the goods with expiration and following the

FIFO (First in, first out) method.

* Assisting customer and giving a satisfying service.
* Counted all products, compared to manifest, and checked all consignments for damage and infestation, prior to product storage
* Compared amount, quality, labeling and address with customers order to make sure shipments are complete and accurate
* Assisted in loading or unloading of merchandise Reported all shortages, damages, and miss-shipments on proper forms and forwarded them to office staff
* Verified and signed for inbound shipments
* Checked contents of assembled orders.

**Sales Utility Clerk**

The D.I.Y. (Do-it –Yourself) Shop

G/F Stern Mall San Nicolas, Candon City,

Ilocos Sur, Philippines

 **DUTIES AND RESPONSIBILITIES**

* Greet customers as they come in to the store
* Provide customers with pricing information and assist them in locating items
* Answer questions and queries where necessary
* Restocked items
* Displayed merchandize in the window
* Managed inventory and kept storeroom clean and tidy
* Monitored customer activity
* Resolve customer complaints when needed

**MERCHANDIZER**

CSI CANDON CITY BRANCH (Cost Savers Supermarket Inc.)

G/F Stern Mall San Nicolas, Candon City,

Ilocos Sur, Philippines

December 19, 2010 – June 30, 2011

 **DUTIES AND RESPONSIBILITIES**

* Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products.
* Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear low; arranging for return and credit for damaged products.
* Checking daily on special promotions; observing customer reaction to special promotions; forwarding observations to management; removing promotions at end of special promotion period..
* Maintains customer relationships by answering their questions; responding to special requests; describing product features.

**III.EDUCATIONAL BACKGROUND**:

 **Tertiary**                               : Asean Institute for Research and Technology of the

                                                  Philippines, Inc

                                                  #180 National Highway, Rizal Dist., Tagudin, Ilocos Sur

                                                  School Year: 2007-2009

                                                 **Course: Computer Hardware Servicing NCII**

**Secondary**                        : Pacual Rivera Pimentel Memorial Academy

                                                  Poblacion Sur, Sta. Cruz, Ilocos Sur

                                                  Year: 2003-2007

                                                   **Achievement Received: Class Top Ten**

**Elementary**                            : Calaoaan Elementary School

                                                  Calaoaan, Sta. Cruz, Ilocos Sur

                                                  Year: 1997-2003

                                                  **Achievement Received: First Honorable Mention**

 **IV.PERSONAL INFORMATION:**

Date of Birth                                      : January 9, 1991

Sex                                                      : Male

Age                                                    : 25

Civil Status                                         : Single

Citizenship                                         : Filipino

Height                                                : 5’7”

Weight                                               : 143lbs

Language                                         : English, Tagalog

**V.TECHNICAL SKILLS**

* HARDWARE TROUBLESHOOTING
* NETWORKING
* MICROSOFT OFFICE (WORD, EXCEL , POWERPOINT, OUTLOOK)
* ADOBE PHOTOSHOP

**VI. PERSONAL SKILLS**

* HIGHLY ORGANIZED AND EFFICIENT
* ABILITY TO WORK INDEPENDENTLY OR AS A TEAM MEMBER
* FAST LEARNER
* CAN WORK UNDER MINIMUM SUPERVISON AND UNDER PRESSURE.

I hereby certify that the foregoing information is true and correct to the best of my ability and that I have not wilfully suppressed any material act.