

Contact HR Consultant for CV No: 334461

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**PREFERRED POSITION: QUALITY CONTROL/DATA ENTRY OPERATOR/DOCUMENT CONTROLLER/SECRETARY/STORE**

**ASSISSTANT**

**OBJECTIVE:** To be part of an established company in providing unparalleled client satisfaction. To participate in a comprehensive programgeared towards an active engagement on whatever process I will be qualified.

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| **EMPLOYMENT HISTORY** | |  |
| COMPANY | **:** | **SAUDI OGER LTD.** |
| ADDRESS | **:** | **RIYADH SAUDI ARABIA** |
| POSITION | **:** | **DATA ENTRY OPERATOR/DOCUMENT CONTROLLER/SECRETARY/STORE ASSISSTANT** |

July 13, 2013 up to February 28, 2016

**JOB RESPONSIBILITIES:**

Preparing of material request needed by the sites.

Handles and manage all material delivery to check whether it ties up to the MR and PO. Check the delivery status of material request through Oracle.

Check and count all received materials in warehouse and record the discrepancy. Encodes all received materials on the database.

Responsible for proper storage of the materials in designated areas. Maintains the inventory and carrying out physical stock checks.

Prepares material issue voucher for sending the materials to the other sites.

Assists in arranging the transportation of incoming and outgoing transport from the sites. Arranges the proper dispatch & loading of incoming and outgoing materials.

Coordinate to the purchasers and suppliers to update the delivery schedule through mail. Proper filing of purchased orders and invoices in designated folders.

Preparing of petty cash.

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| COMPANY | **:** | **ACE HARDWARE PHILIPPINES, INC.** |
| ADDRESS | **:** | **BLDG. B. SM CORP. OFFICES, J.W. DIOKNO BLVD. MOA COMPLEX, PASAY CITY** |
| POSITION | **:** | **STOCK CLERK** |

June 10, 2011 up to November 10, 2011

**JOB RESPONSIBILITIES:**

Count and check all received materials in warehouse and record the discrepancy. Encodes all received materials on database for updating the inventory.

Arrange the materials in proper location on a daily basis.

Assist the sales clerk for checking the stocks inside the warehouse.

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| COMPANY | : | **INT’L. PRECISION ASSEMBLIES, INC.** |
| ADDRESS | : | **BLOCK 8 LOT 6 EAST AVENUE, PHASE 2, CEPZA, ROSARIO CAVITE 4106** |
| POSITION | : | **QUALITY CONTROL PERSONNEL** |
| September 08, 2010 | | – February 08, 2011 |

**JOB RESPONSIBILITIES:**

Maintains quality standards by approving incoming materials, in-process production, and finished products, recording quality results.

**SPECIAL SKILL**

Knowledge in Microsoft office. Microsoft excel, Internet, micros POS, Microsoft outlook. Can perform administrative works effectively and efficiently with minimal supervision.

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| **EDUCATION BACKGROUND** |  |  |
| COLLEGE | : | **ST. DOMINIC COLLEGE OF ASIA** |
|  |  | **BACHELOR OF SCIENCE IN NURSING** |
|  |  | Bacoor, Cavite |
|  |  | 2006-2010 |
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| **PERSONAL DATA** |  |  |
| AGE | : | 27 |
| DATE OF BIRTH | : | January 2, 1990 |
| PLACE OF BIRTH | : | Rosario, Cavite |
| CIVIL STATUS | : | Married |
| NATIONALITY | : | Filipino |
| SEX | : | Male |
| HEIGHT | : | 5’7” |
| WIEGHT | : | 80 Kg. |
| RELIGION | : | Christian |
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I hereby certify that the above information are true and correct to the best of my knowledge.

January 16, 2017

HR Manager

Dubai, UAE

Dear Sir/Madam:

With the thought that there might be any available position suited for my qualifications I am submitting my CV for the details of my educational background and track record. I would gladly welcome the opportunity to further discuss my skills on a personal meeting.

Thanks you so much and looking forward to hear from you.

Sincerely,