

Contact HR Consultant for CV No: 2045634

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MARIE CRIS B. MADRID

Electra St. Abu Dhabi, UAE

**AREAS OF EXPERTISE** *Inventory Management Track and update records Inventory analysis*

*Physical count Inventory Accuracy Inventory reports*

**SKILLS**

*MS Office (WORD, EXCEL & Power*

*Point)*

*Task prioritization Time management Communicative Presentable & articulate* **PERSONAL DETAILS**

Nationality: Filipino

Religion: Seventh day Adventist

Birthdate: September 10, 1987

Language: English & Tagalog

Visa Status: Visit

Validity date: March 23, 2017

Availability: Immediate

**PERSONAL SUMMARY**

A competent candidate with excellent inventory analysis, keen and detail oriented. Have good written, oral and interpersonal communication skills. Organized and willing to accept responsibility in meeting deadlines promptly. Motivated and dedicated to job. Stand on strong work ethic when performing duties and responsibilities.

**WORK EXPERIENCE**

Reflex Value Concepts Dubai Textile City Dubai, UAE

***INVENTORY CONTROLLER*** January 2014 – February 2016

Duties & Responsibilities:

* Manage both warehouse and retail stores inventory.
* Track and update stocks on sheet and computerized system.
* Performs routine clerical duties, including data entry and processing of Purchase Order/Return, Sales Invoice/Return and Inter branch transfer.
* Verifying periodically the reconciliation between physical quantities in stocks against system quantity by performing stock take.
* Investigate and undertake necessary corrective measures in case of discrepancies.
* Answer telephone calls and assisting warehouse/sales personnel by providing accurate information with stock availability query.

**KEY SKILLS AND COMPETENCIES**

* Can easily settle in to any role and take over task.
* Flexible and thrive in working in a challenging environment.
* Have knowledge of supplies, equipment and inventory control.
* Able to analyze and solve problems.
* Able to receive and dispatch goods with proper documentation.
* Clerical, word processing and office skills.

**ACADEMIC QUALIFICATION**

***Electronic and Communications Engineering Technology***

Mariano Quinto Alarilla Polytechnic College 2004 - 2007

Meycauayan City Bulacan, Philippines

**REFERENCES**

Available on request