MAGNO

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| objective |
|  | To work in a competitive and challenging work environment to contribute the best of my ability towards the growth and prosperity of a progressive company. |
| Experience |
|  | 2013-2017 LALS NOVELTY STORE LLC U.A.E.SENIOR SALES STAFF / CASHIER1. Responsible for the sales and marketing target of the shop
2. Scanning all incoming goods from warehouse and other transfer from outlet
3. Responsible for the shop display, strictly following VM standard procedures, (depends on season)
4. Responsible for handling cash counter and all cash transaction including petty cash and allowances. Including banking preparation and closing statement
5. Full knowledge in handling POS Machine, card machine, sending mails
6. Handling inquiries through telephone call
7. Handling complains / giving fast response to any customer complain (in-regards to staff and items)
8. Preparation of store transfer to other location
9. Receiving deliveries and arranging merchandise at designated work area, attending customer.
10. Making orders, handling and keeping records for inventories including invoices. Proofreading, filling
11. Responsible for all shop operations.
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|  | 2011-2013 OASIS ENTERPRISES LLC U.A.E.DATA ENTRY OPERATOR / WAREHOUSE CLERK1. Preparation of G.R.N on local Purchases
2. Scanning of incoming goods from principal (JVC GULF) and other suppliers
3. Preparation of Delivery orders and Invoicing for dealers, showrooms, and outlets
4. Checking, dispatching and scheduling goods for dealers, showrooms outlets and customer home deliveries
5. Well versed with Warehouse Management System and Distribution System Tracking
6. In-charge of Inventory, maintaining acceptable and accurate inventory level.
7. Being able to used office machines such as computer, fax machines, Xerox machine, typewriter and telephones.
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|  | 2008-2010 BINDAWOOD GROUP K.S.ASALES ASSIDTANT / DATA ENTRY CLERK1. Preparation of warehouse transfer on different branches.
2. Delivery order and invoicing for dealers, showrooms, and outlet.
3. Checking, dispatching and scheduling of goods for dealers, showrooms and customer home deliveries
4. Checking all documents / receipt ready for invoicing, proofreading, arranging documents and filing, receiving deliveries
5. Arranging merchandise at designated area, making orders, attending customer for their needs, being suggestive.

2004-2008 ACE HARDWARE PHIL PHPSALES ASSIDTANT / ROVING MERCHANDISER1. Proofreading, arranging documents and filing
2. Receiving deliveries and arranging merchandise at designated work area.
3. Making orders, handling and keeping records of monthly inventory.
4. Attending customers
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| Education |
|  | 2001-2003 EARN SCHOOL OF ADV. TECH PHILIPPINES1. DIPLOMA IN COMPUTER SECRETARIAL 2YRS
2. GOLD MEDALIST
3. MOST OUTSTANDING STUDENT
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| Interests |
|  | Web browsing, learning new languages, social mesia, work related to computer, sports, cooking. |