**First Name of Application CV No 217800**

Whatsapp Mobile: +971504753686



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**Objective:**

**To be able to obtain a position where I can maximize my skills and develop my gain knowledge as well as my personality that will lead to personal and professional growth and be more competent in my chosen profession.**

**Educational Attainment:**

**Tertiary: Associate Degree in Web Application Development, IT**

 **AMA Computer Learning Center**

**Angeles City, Philippines**

**S.Y. 2008 – 2010**

**Short Course: 3DS Studio Max 2014 for Architectural Design**

 **Microcadd**

**Pampanga Philippines**

**February 2015 – March 2015**

**Trainings Attended:**

 **ComClark Network and Technology Corp.**

 **Field Support Specialist Assistant**

 **Pulung Cacutud, Angeles City**

 **June 2009 – September 2009**

**Working Experience:**

* **Parkson Duty Free**

**Salesman**

**December 2003 – December 2004**

**Duties and Responsibilities**

* **Greet and welcomes the customer with smile.**
* **Sets up advertising displays or arranges merchandise on counters or tables to promote sales.**
* **Stamps, marks, or tags price on merchandise.**
* **Answers customer's questions concerning location, price, and use of merchandise.**
* **Cleans shelves, counters, or tables, replenishes below stock level of merchandise.**
* **May calculate sales discount to determine price.**
* **Creates record of sales, prepare inventory of stock, identifying below re-order point.**
* **Wraps or bags merchandise for customers.**
* **Gladiator Feeds**

**Warehouse Staff**

**January 2005 – June 2010**

**Duties and Responsibilities**

* **Ensures cleanliness of the work station before starting.**
* **Receiving, moving, checking and storing incoming goods.**
* **Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.**
* **Packaging and labeling products before they are dispatched.**
* **Selecting space for storage and arranging for good to be placed in the designated areas.**
* **Making sure that all inventory processes are completed on the same day.**
* **Labeling goods that have arrived at the warehouse.**
* **Welcoming and helping clients who visit the branch.**
* **Moving and organizing stock.**
* **Supervising the work of junior staff.**
* **Monitoring stock levels.**
* **Moving items through the warehouse from receipt to dispatch to customers.**
* **Accurately updating all data into computer and manual recording systems.**
* **L&T International Group Philippines. Inc.**

**Scanner /Encoder**

**June 2010 – August 2010**

**Duties and Responsibilities**

* **Scans finished goods and encode them to system.**
* **Packs scanned goods.**
* **Transfer packed goods to loading area.**
* **Arrange packed goods according to country of destination indicated in the packing list.**
* **Double checking of actual packed goods vs packing list before loading them in the container.**
* **Ensures cleanliness and safety of our working area.**
* **L&T International Group Phils. Inc.**

**Inbound Logistics**

**Warehouse Specialist**

**November 2010 – July 2015**

**Duties and Responsibilities**

* **Caters all Sewing Facilities.**
* **Check inventory stock level of spare parts on a daily basis thru SAP Material with Stock below re-order Level report.**
* **Receiving of deliveries from suppliers, items are counter checked based on DR vs. Actual and encoded on SAP to update inventory level.**
* **Issuing of spare parts to requestor base on their approved Requisition Slip on the time of machine break down.**
* **Encode all issued spare parts in SAP to update inventory level.**
* **Provides report on daily, weekly and monthly Consumption Report on each and every cost center.**
* **Quarterly Inventory on Actual Stock vs. SAP System Stocks.**
* **Conduct physical inspection and inventory of all stored supplies in stock level.**
* **Checking carefully of the requisition based on approved item.**
* **Checks stocks on the availability of the requested materials.**
* **Prepare the materials according to requested quantity.**
* **Post the issued materials to SAP accounting it to the store location where the materials were delivered.**
* **Provides weekly consumption for replenishment.**
* **Ensures the issuance of needles and the use of auxiliary tools within the production facilities are properly monitored and controlled.**
* **Accounting on storing different needle types base on the production requirements.**
* **Liable on issuing and checking all returned needles are in accurate allocation, with their complete Needle Information Reports, these consist of all used, broken and unused needles.**
* **Creates weekly Returned Needles Report.**

**Special Skills:**

* **Flexible, organized, hardworking and eager to learn new things.**
* **Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.**
* **Good written and verbal communication skills.( English/Filipino)**
* **Can work under pressure with accuracy.**
* **With good human relation.**
* **Computer Literate**
* **MS Word**
* **Ms Excel**
* **Macromedia Dreamweaver**
* **Adobe Photoshop**
* **SAP**
* **3DS Max**

**Personal Information:**

 **Date of Birth : May 1 1987**

 **Civil Status : Married**

 **Citizenship : Filipino**

 **Height : 5’7”**

 **Weight : 130 lbs**