**NORMAN**

**NORMAN.365878@2freemail.com**

**CAREER OBJECTIVE:**

To acquire a competitive position that suits my qualifications wherein I can utilize the skills that I have gained from my formal education and to be able to contribute to the company’s growth and development by providing the best possible services and to meet challenges in achieving company’s goal.

**EDUCATIONAL BACKGROUND:**

**TERTIARY:** Polytechnic University of the Philippines 3rd year level

 Sta. Mesa, Manila

 BACHELOR IN BANKING AND FINANCE

**SECONDARY:** Urbiztondo National High School 2000-2001

 Urbiztondo, Pangasinan

**PRIMARY:**  Camparanga Elementary School 1996-1997

 Camparanga, Northern Samar

**WORK EXPERIENCE:**

**EVER GOTESCO SUPERMARKET**

Ever Plus Superstore Inc., 10th Avenue corner Macario Avenue P. Zamora Street, Caloocan City 1400

**POSITION:** RDU Checker; Warehouseman; Cashier

**DATE HIRED:** November 24, 2015 - May 31, 2016

 -receiving and monitoring of deliveries

 -checking, verifying and encoding sales invoice

 -preparing stocks to be returned to suppliers

 -preparing purchase orders to suppliers and other branches for stock replenishment

 -ensures all necessary documents and reports are submitted on time

 -maintaining and keeping the cleanliness and orderliness of stocks and warehouse

 -knowledgeable in SAP R/3 Inventory System and BARTER BRANCH POS System

**SANDUGO SANDALS INC.**

 1251 A. Rodriguez Ave., Brgy. Dela Paz, Pasig City

**POSITION**: Cashier; Salesman; Checker; Inventory Clerk

**DATE HIRED**: August 20, 2010 - May 15, 2015

 -responsible for all business transactions

-accepting payments in cash or card basis

 -preparing all necessary documents for monthly report

 -conducts monthly and annual inventory

  **-**knowledgeable in BARTER BRANCH POS System and RetailPRO POS and Inventory System

**CHRIS SPORTS**

 3F K-Plaza Building, Kamias Road, Kamuning, Quezon City

**DESIGNATION**: SM Mall of Asia

**POSITION**: Stock Clerk

**DATE HIRED**: March 8, 2010 – August 10, 2010

 Assigned for receiving of incoming deliveries and responsible for maintaining and monitoring of stocks in the store.

**SAVEMORE MARKET**

 Del Monte Ave., Corner Araneta Ave., Brgy. Talayan, Quezon City

**POSITION**: Selling Clerk and Checker

**DATE HIRED**: September 22, 2009 – February 15, 2010

 Responsible for receiving of incoming deliveries and maintaining and monitoring of stocks.