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**ANNIE**

**ANNIE.366855@2freemail.com**

**OBJECTIVE:**

To enhance my professional skills in a dynamic and fast paced workplace.And willing to learn and acquire new skills as required by employer in order to work for the best interest of the company.

**WORK EXPERIENCE:**

***Inventory Management***

**F2 Logistics Inc. - United Laboratory Co-locate Warehouse**

Doha Road, San Rafael , Davao City, Philippines

November 2016 - February 2017

Job responsibility:

* SAP system User
* Received the cargo of the replenishment thru SAP system
* Monitor receiving order of the accounts thru SAP system
* Prepare documents for cycle count / inventory of the stocks in the warehouse.
* Perform physical Inventory and Analyze the result if there are differences in quantity mentioned physically present and that mentioned in the SAP system.
* Overseeing and controlling of the ordering and storage of the stocks.
* Maximizing the ability to provide customers with product in a timely manner.

***Claims Coordinator***

**F2 Logistics Inc. - Forwarding**

R.Castillo St. Agdao, Davao City, Philipines

April 2016 - October 2016

Job responsibility:

* Preparing all the supporting documents of all claimable cargo (e.g., Incident report signed by the checker and customers authorize representative, pictures of the claimable cargo and claim letter).
* Sending report of all discrepancies of delivery in the claims department thru email and call.
* Physical Inventory of all claimable items.
* Preparing weekly and monthly report of the sold items.

***Operation Assistant / Customer Service Representative***

**F2 Logistics Inc. - Forwarding**

R.Castillo St. Agdao, Davao City, Philippines

April 2016 - October 2016

Job responsibility:

* Monitoring of all inbound and outbound cargo via land, sea and air.
* Preparing delivery schedule of Losse Cargo load (LCL) and Full Cargo Load (FCL)
* Monitoring of the trucks and prime movers were dispatched
* Checked the delivery receipts has signature by the authorize representative
* Encoding of documents for outbound cargo and sending email information of the cargo for monitoring purposes ( e.g., ETA, ATA, Cargo Vessel or Flight No., Commodity and Weight)

***Administrative Staff***

**SEAQUEST LOGISTICS INC**

Warehouse #2, RCI Compound R.Castillo St. Agdao, Davao City, Philippines

July 2015 - February 2016

Job responsibility:

* Time keeping of all the employees.
* Receiving Collection of the all the accounts
* Preparing reports of accounts payable from customer

**Customer Relation Staff**

**SEAQUEST LOGISTICS INC**

Warehouse #2, RCI Compound R.Castillo St. Agdao, Davao City, Philippines

July 2015 - February 2016

Job responsibility:

* Monitoring of all inbound and outbound cargoes via sea and air transactions.
* Receiving call from clients and answer the inquiries in relation of the cargoes arrival
* Perform physical Inventory stocks in the warehouse
* Delivery monitoring of trucks were dispatched
* Sending discrepancy reports thru email and calls in the claims head department.

**Reservation Staff**

**Boardwell Travel and Tours**

Cabantian, Davao City Philippines

December 2011 - October 2013

Job responsibility:

* Using a booking system to secure holidays and flight schedule.
* Collecting and processing payments.
* Advising clients on travel arrangements.
* Sending out tickets to clients.
* Keeping clients up to date with any changes.
* Dealing with complaints or refunds.

**EDUCATIONAL BACKGROUND**

College

 **San Pedro College**

 12 C. Guzman Street, Davao City

 Bachelor of Science in Business Administration

 major in Financial Management

 2014 – 2015

**ACHIEVEMENT**

**Bookepper Passer**

March 18 2015

TESDA Accredited

Davao City, Philippines

SKILL

Computer Literate:

* Microsoft Word and Excel
* Microsoft Power Point
* SAP user

#### Personal Data

**Age**  : 24 years old

**Date of birth** : June 13, 1992

**Civil status** : Single

**Sex**  : Female

**Nationality**  : Filipino

 **Languages** : English, Tagalog