**CURRICULUM VITAE**

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***ANTHONY***

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With four (4) years of combined warehousing, supply chain & manufacturing experience as Load Planner, Outbound Coordinator, Inventory Analyst and Production Control & Material Control Engineer. Knowledge in Warehouse Management System (WMS), MS Office (Word, Excel, PPT, Visio & Project). With over (1) year experience as Waiter/service crew and (1) year sales and customer service experience.

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**DHL SUPPLY CHAIN PHILLIPINES**

Paranaque City, Philippines

November 2014 to July 2017

**As Inventory Analyst**

* Scheduling of Daily Cycle Inventory
* Encoding all inventory related reports
* Adjusting and reconcile items with discrepancies

**As Outbound Coordinator**

* Creates daily/monthly operations reports of Outbound Department
* Computes Daily volume truck capacity
* Coordinates, prepares miscellaneous orders requested by clients
* Assist in DR printing and trip ticket list
* Monitors office supplies and does monthly inventory and report
* Knowledgeable in picking of items thru RF gun
* Knowledgeable in dispatching/checking of outgoing items

**As Load Planner**

* Responsible for daily releasing schedule of cargoes
* Computes daily volume truck capacity
* In charge in overall warehouse and outbound operations

**SHIN ETSU MAGNETICS PHILIPPINES INC.**

Laguna, Philippines

August 2013 to September 2014

**Production Control & Material Control Engineer**

* Monitors all direct and indirect materials
* Prepares direct materials as requested by Production Department
* Creates and maintain PCMC reports
* Prepares finished goods to be shipped to customers
* Does monthly inventory

**CLASSIC SAVORY**

Philippines

November 2010 to September 2011

**Waiter/Service Crew**

* Takes orders and served food and beverages to customers
* Cleaning and setting tables
* Provides detailed information about the restaurant menus
* Communicate with the customers to resolve issues and maintain customer satisfaction
* Doing various fronts of the house duties such as greeting and encouraging customers to dine, cashiering, collecting customer bill.

**SM SUPERMALLS**

Philippines

April 2007 to April 2008

**Sales Associate**

* Assists customers in finding the items they want
* Ensure a smooth sales process
* Providing outstanding customer service
* Responding to customers inquiries
* Greeting customers

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**EDUCATIONAL ATTAINMENT:**

B.S. in Industrial Engineering, San Pedro College of Business Administration: 2008 – 2013

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**OTHER SKILLS:**

 Inventory management Clerical Jobs

 Documentation/Filling Customer service skills

 Encoding

**PERSONAL INFORMATION:**

Date of Birth: July 13, 1991

Age: 26

Nationality: Filipino

Weight: 68kgs

Height: 5’6”

Visa Status: Visit Visa