

**MARC**

**Email:** **marc.375007@2freemail.com**

**PROFILE**

**EDUCATION**

**EXPERIENCE**

I have a logical and clear mind with a special approach to mind problem solving and a drive to solve problems. Furthermore, I have a great eye for all detail. I am eager to learn and I enjoy overcoming challenges. I have an interest to work in administrative and sales department.

**June 2009 – March 2012 St. Patrick College**

Bachelor of Science in Business Administration

Major in Financial Management

Arellano Avenue, Mulawin, Orani, Bataan, Philippines

College Education

**June 2003 – March 2005 Microcity Computer College**

2yrs Computer Hardware Technology

Balanga City, Bataan, Philippines

Vocational Education

**AYHPI (*All Year Home Products Inc*.)**

***Samal, Bataan, Philippines***

**Material Supervisor (From August 4, 2016 – August 4, 2017) – 1 year**

1. ***PURCHASING, RECEIVING AND STORING***
2. Receive Purchase requisition of materials.
3. Process PR’s by checking stocks on hand and forwards to Team Leader for approval.
4. Transmits Purchase requisition to Purchasing.
5. Receives and forwards quotations to end-users for review and approval.
6. Monitors status of outstanding requisitions, follow-up with Purchasing and feedback to end-users.
7. Prepares Materials Return and Discrepancy Report (MRDR) as necessary and coordinates with Purchasing to resolve wrong deliveries.
8. Prepares receiving report and properly store the materials in designated storage area.
9. Maintains cleanliness and orderliness of the storage areas and warehouse.
10. ***MATERIAL ISSUANCE, CONTROL AND INVENTORY MANAGEMENT***
11. Receives and checks Stock Requisition (SR) for completeness of data and issues materials in accordance with established MCD procedures.
12. Daily encodes Issuance transactions and files documents accordingly.
13. Initiates ordering of all ROP items.
14. Prepares inventory reports of supplies.
15. ***CONSIGNED ITEMS AND OTHER CRITICAL MATERIALS FOR OPERATIONS***
16. Receives packaging materials and operational requirements.
17. Ensures materials availability and accuracy of data.
18. Initiates orders that fall on or below ROP.
19. Prepares inventory reports of Jumbo Rolls and packaging materials.
20. Maintains inventory and monitors movements of all consigned items.
21. Perform other functions as determined by the team leader.

**EXPERIENCE**

**SKILLS AND INTEREST**

**PERSONNAL INFORMATION**

**ITCC (*International Tube and Conduit Company Ltd.*)**

**Jeddah, Kingdom of Saudi Arabia**

**Sales Coordinator (From Feb. 02, 2013 – Feb. 15, 2016) – 3 Yrs**

1. ***DUTIES AND RESPONSIBILITIES***
2. Prepares Job Orders, Quotations and Invoices.
3. Preparing Exports Documents, Compliance Sheets and Proforma Invoices.
4. Preparing Pending Delivery Report, Sales Order Report and Invoice Report.
5. Working directly to the GM and upper management.
6. Sales, Retail and Merchandizing.
7. Contact correspondents, executives, and personnel for follow-up and request.
8. Perform clerical duties of scanning, typing, printing, filing and preparing forms, reports and presentations.
9. Prepare and organize meetings, schedules, appointments and presentations.
10. Research relevant material from internet, publications, newspapers and books and prepare the requested summaries of reports.
11. Maintaining communication links between management, workers and others.
12. Dealing with correspondence receipt and care of official documents.
13. Managing the security of company seal, certificates, contracts and other legal documents.

**Department of Education – Division of Bataan**

**Administrative Assistant III – Elementary Level (From August 01, 2005 – January 30, 2013) – 7 Yrs**

1. ***DUTIES AND RESPONSILIBITIES***
2. Consolidating School’s Monthly, Quarterly and Yearly Reports.
3. Follow-up and Track assignment, request and reminders.
4. Transfer and/or handle incoming and outgoing calls or emails.
5. Research relevant materials from internet, publications, newpapers and books and prepare the requested summaries of reports.
6. Maintaining communication links between management, workers and others.
7. Dealing with correspondence receipt and care of official documents.
8. Managing the security of company seal, certificates, contracts and other legal documents
* MS Office: Word, Excel, Powerpoint and Outlook
* Computer/machine operations: Printer, Scanner, Fax Machine, Copier, Binding/Punching Machine
* Interested in learning different languages.
* Advance in accounting skills.
* Advance in Marketing and Sales Strategy.
* Previous cash handling experience.
* Excellent guest service and hospitality skills.
* Strong analytical and listening skills.

**Date of birth** : 14th October 1986 **Sex** : Male

**Religion** : Christian **Civil Status** : Married

**Height**  : 1.68 M **Nationalities** : Filipino

**Age** : 31