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 **MARK**

 Email: mark.375064@2freemail.com

**Summary**

Self-motivated Inventory Assistant with 10+ experience offering a strong work ethnic and determination to complete tasks in a timely manner. Possess an accurate and detail-oriented in leading inventory and warehousing operations. Delegated to oversee the assigned department of 20+ employees in one of the biggest mall in the Philippines

**Education**

 2-Year Aircraft Maintenance Technology (AMT)

 Philippine College of Aeronautics Science and Technology

 INC. 2001-2003EL-98, Jaro Iloilo City, Philippines

**Qualifications**

 - Outstanding inventory management techniques

 - Computer literate and data entry (Word, Excel, PowerPoint, Lotus 1, 2, 3 & Open Office)

 - Safety-oriented

 - Multi-tasking

 - Superb customer service

 - Proficient in speaking, reading and writing in English

 - Highly skilled in driving light vehicles

**Work Experience**

* **Inventory Assistant (Key Custodian Reliever) (August 2009 - March 2017)**

 Metro Manila Shopping Mecca (MMSM - DELGADO)

 Corner Delgado Valeria Street, Iloilo City, Philippines

* Responsible for monitoring and accurate documentation of all stocks movement in warehouse and selling area
* Review requisition orders to gauge accuracy of materials and equipment information
* Investigate inventory errors and perform corrective measures
* Identify and distribute stock to appropriate locations within and out of the company premises
* Maintaining confidentiality of work related information and materials
* Provide administrative assistance in relation to warehouse and inventory control activities
* Maintained all relevant inventory paperwork and entered accurate inventory data in computer system

***Achievements:***

*I managed to find discrepancies during physical count and conduct inspection*

*Recommended to stock clerk promoted as Inventory Assistant in 2009*

*Recognized as Inventory Supervisor in 2015*

*Awarded as Perfect attendance in 2015*

*Appreciated for being Loyal Employee (5 years) in 2012*

*Honored for being a Star Employee in 2011*

* **Stock Clerk (May 2007 - August 2009)**

 Metro Manila Shopping Mecca (MMSM - DELGADO)

 Corner Delgado Valeria Street, Iloilo City, Philippines

* Ensure the completeness of inventory documentation
* Maintain the accuracy of stock paper work
* **Receiving and Dispatching Unit Forwarder (February - May 2007)**

 Metro Manila Shopping Mecca (MMSM - DELGADO)

 Corner Delgado Valeria Street, Iloilo City, Philippines

* Accept delivered packages and ensure proper amount is inside and distribute to every department
* Check the Purchase Order before receiving the goods
* Transfer the goods in designated branches

**Seminars and Workshops/ Trainings Attended**

On the Job Training

*Nomad N22B/C Aircraft & Airframe/Landing Gear Familiarization (April-July 2003)*

On the Job Training

*C - 130 B/H and L - 100 - 20 type of aircraft (September-December 2003)*

**Character Reference**

 Available upon request

I, hereby certify that the above information is true and correct to the best of my knowledge and belief.



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