

**John**

**United Arab Emirates**

**Email Address:** [**john.379698@2freemail.com**](mailto:john.379698@2freemail.com)

**UAE LIGHT MOTOR VEHICLE LICENSE (automatic)**

**UAE MOTORBIKE**

**Target Job Location:** UAE

**Career objective:** To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

**Employment Type:** Employee

**Employment Status:** Full time

**Personal Information**

Birth Date: 7 June 1988

Gender: Male

Nationality: Filipino

Visa Status: Employment Visa (can be cancelled immediately)

Residence Location: Dubai, United Arab Emirates

Marital Status: Single

**Experience:**

**January 2012- October 2014: Office Staff /Sales Person/Store Keeper and Messenger**

**Marina Optics**

**Dubai, UAE**

**Company Industry: Optical**

**Job Role: Office Staff /Sales Person/Store Keeper and Messenger**

* Collect, count, and disburse money.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Controlling stock inventory.
* Invoicing, purchasing, credit note and encoding transactions.

**November 2014- January 2017:** **Office Staff / Store Keeper and Driver**

**Ndust Shoe Repair**

**Dubai, UAE**

**Company Industry: Shoe Repair**

**Job Role: Office Staff / Store Keeper and Driver**

* Check- in and check-out of shoes
* Cashiering
* Delivering the shoes to different areas in Dubai
* Oversees and administers the operations of a store. Receives, identifies and verifies merchandise. Provides information to and assists customers.
* Maintains inventory.
* Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc. Prepares reports.
* Is responsible for cash and makes cash deposits.
* Communicates with others in order to receive or transmit information.
* Maintains equipment and instruments. Ensures cleanliness of work areas.

**March 2017 –Present: Driver and Warehouse Assistant**

**Medispa Solutions General Trading, Dubai UAE**

**Company Industry: Spa Solutions/Supplier**

**Job Role: Driver and Warehouse Assistant**

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labelling products before they are dispatched.
* Making sure that all inventory processes are completed on the same day.
* Labelling goods that have arrived at the warehouse.
* Welcoming and helping clients who visit the branch.
* Moving and organising stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.
* Moving items through the warehouse from receipt to despatch to customers.
* Occasionally delivering stock to shops and retail outlets.
* Accurately updating all data into computer and manual recording systems.
* Identify any damaged or missing goods and record pertinent information
* Make sure that all goods are labeled properly using appropriate lot and item numbers
* Allocate storage space for items based on their types and sizes

**Achievements:**

**Certificate in Photography – Filipino Institute (Dubai, UAE)**

**Education:**

Associate of Information Technology (2 Years)

Asian College of Technology

Cebu, Philippines

**Skills:**

* Enthusiastic, professional and self-motivating, with a ‘can-do’ attitude’
* Strongly customer-focused, with a natural empathy
* A team player with strong organizational skills
* Adaptable and able to solve problems
* Computer Literate
* Can work under pressure
* Can communicate in English
* Photographer
* Knowledge in Photography and Photoshop
* Knowledge in tally system, invoicing and purchasing