**FRANCIS**

**Email:** **francis.379986@2freemail.com**



**OBJECTIVE**

My objective is to be a part of an organization / company that will give me a chance to improve my skills and train me well in my field, apply the knowledge that I have learned and acquired from the past working experiences and trainings offered in our school and previous companies and to gain more knowledge about my position for better career growth in the near future.

**PROFILE**

A Team player who works well with others, communicates positively with clients and management and has initiative and follow tasks through completion.

**COMPUTER SKILLS**

* Oracle Enterprise Business Suites, SAP Business One 8.8
* Microsoft Office 2003 - 2007 (Word, Excel, Powerpoint), OpenOffice (Writer, Calc, Impress)
* TeamViewer, Wondershare Video Editor, Cyberlink PowerDirector
* Windows XP, 7, 8 and 10
* Outlook, Paint, Internet Searching, Software Installation

**SPECIAL SKILLS**

* English communication skills – verbal and written
* Has ability to improve processes and find better means for creation
* Has the strength of mind to accomplish task and can work with minimal supervision
* Has a strong passion and hungriness to learn and explore new things and concepts in the field of Information Technology
* Has an attitude of adaptability, proper strategic planning and attention to detail

**WORK EXPERIENCES:**

**ADMIN ASSISTANT cum STOREKEEPER**

**Quantum Makati Residences and Hotels Corporation – The Malayan Plaza, Philippines**

**January 2016 – February 2018**

**Job Responsibilities:**

* Organizing and filing of important documents
* Answering inbound and making outbound telephone calls
* Scanning, printing, and copying files when needed
* Securing confidential information of the department and of the company
* Respond to queries for information and access relevant files
* Assisting, dealing with clients and vendors for their inquiry
* Maintain and ensure proper use of office equipment and address any malfunctions
* Inspect deliveries of food and beverages items for damages and discrepancies and properly conveys the materials from receiving to designated areas.
* Insert new item and business partner data by collecting relevant information such as sales quotation or sales invoice documents to the system
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Ensure that all inventories received will be updated to system (SAP) based on complete documents
* Generate reports, as requested by accounting and perform backup operations

* Ensure adequate keeping and manage all documentation to confirm proper stock level and maintain inventory control.
* Performs inventory audit at all warehouses and assisting accounting and audit during month-end count
* Update the running stock out and ensuring timely preparation of purchase request to the procurement officer
* Performs other related duties assigned by my immediate superior
* **Certificates/Awards:**
* Employee of the Month – August 2016
* Employee of the Month – February 2017
* Employee of the first Quarter – Year 2017
* Model Employee of the Year – Year 2017

**OPERATIONS COORDINATOR and DATA ENTRY**

**Union Galvasteel Corporation – Pangasinan Rollforming Office, Philippines May 2015 – September 2015**

**Job Responsibilities:**

* Responsible in processing of production reports using Oracle Business Suites to the Roll-forming and Distribution Officer
* Encode new materials to the system (Oracle EBS)
* Processing internal request of materials and transshipment of orders through the system.
* Assist RFD Officer and Finance in actual counting during month end.
* Answering, making inbound and outbound phone calls
* Respond to queries for information and access relevant files
* Performs other related duties assigned by my immediate superior.

**SERVICE CREW cum COSTUMER SERVICE**

**McColby’s Inc., McDonald’s Lucao, Dagupan City, Pangasinan, Philippines May 27, 2013 – February 28, 2015**

**Job Responsibilities:**

* Assisting others when needed while demonstrating consideration for proper procedures.
* Delivering fast, friendly and accurate service to all customers
* Welcoming every customer with a smile and being genuinely friendly at all times.
* Attending to customers’ needs as a primary focus.
* Attempt to resolve simple customer enquiries and referring difficult customer enquiries to a Manager

**FORMAL TRAININGS ATTENDED**

**DATA ENTRY / OFFICE ASSISTANT** (On–The–Job Trainee)

**City Treasurer’s Office – City Government of San Carlos Pangasinan, Philippines**

**February 2012 – April 2012**

**Job Responsibilities:**

* To be able to process and update Real Property Taxpayers using Spreadsheet.
* Sorting and organizing of documents.

**DATA ENTRY / OFFICE ASSISTANT** (On–The–Job Trainee)

**Field Operations Division – PhilHealth Regional Office 1 (PhRO1) Pangasinan, Philippines**

**November 2011 – February 2012**

**Job Responsibilities:**

* Assist the Division Chief IV for Field Operations in sorting and organizing of documents.
* Helping organize and maintain office common areas

**EDUCATIONAL ATTAINMENT**

* **Bachelor of Science in Information Technology**

**Colegio De Dagupan**

Arellano St., Dagupan City, Pangasinan, Philippines November 2012 – April 2015

* **Dean’s List: 2nd Year – 2nd semester**
* **Diploma in Information Technology**

**STI San Carlos**

National Road, Pagal, San Carlos City, Pangasinan, Philippines June 2010 – April 2012

* **Dean’s List: 2nd Year – 1st semester + 2nd semester**
* **With Distinction Award**
* **NSTP Awardee**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Age | : | 24 y/o |
| Height | : | 5’6 |
| Weight | : | 159 lbs. |
| Date of Birth | : | 21 December 1993 |
| Nationality | : | Filipino |
| Civil Status | : | Single |

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FRANCIS**

APPLICANT