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**Career Objective**

To enhance and utilize my skills and knowledge in a reputable company that offers great opportunities to deserving individuals on the basis of performance.

**Qualification Profile**

* Experienced Warehouse Coordinator, Warehouse Assistant and Sales
* Self-starter, who is organized, disciplined and goal oriented
* Fast learner, can easily be trained and works with minimal supervision
* Competitive, flexible and works under pressure

**Seminars & Trainings**

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* Certified Pesticides Applicators, Fumigator Category - September 2011

**Work Experience**

**FORTUNE TOBACCO CORP. INC., Marikina City – Philippines October 2010 to February 2015**

**Warehouseman**

**Job Description**

* Monitor and assist loading and unloading of merchandise
* Coordinate movement from the storage areas in the ware house to the point of sale
* Prepare products for shipping purposes
* Manage documentation associated with shipping processes
* Manage product inventory and adjust any entries that may need to be regulated
* Document all actions by handling logs and records and managing information on forms
* Conduct physical inventories to determine losses and identify stocks for shipment
* Purchase equipment and supplies to facilitate storage area functions
* Compile work orders and ensure appropriate compliance
* Prepare special orders for products not in stock
* Evaluate materials performances to ensure durability and economy
* Direct the work of warehouse personnel and oversee all associated activities
* Assume warehouse operations responsibility in the absence of the manager
* Assist in developing policies and procedures to direct the operations of the warehouse
* Investigate and report warehouse operational discrepancies
* Retrieve outgoing freight on shipping docks and ensure warehouse maintenance
* Keep track of the company’s vehicle fleet and ensure that regular maintenance is carried out
* Take company vehicles to perform deliveries in the event of work overload
* Oversee safe operation and maintenance of forklifts and other equipment

**(APPLIANCE/ELECTRONIC SECTION), October 2005 to September 2010**

**Marikina City-Philippines**

**Sales/Merchandiser**

**Job Description**

* Assigned in promoting/selling home appliance/electronic items to generate sales and achieve sales target
* Give assistance to customer to by providing them detailed product specifications and suggestions
* Preparation and record of regular sales report and stock inventory
* Monitor pricing, promotion and new product launch

**SHOE STORE, Marikina City-Philippines July 2002 to September 2005**

**Sales Representative**

**Job Description:**

* Welcome and give assistance to customers in a highest standard
* Provides outmost service and generates substantial sales
* Systematically organize and display the merchandise in the selling area
* Maintains the tidiness and excellence presentation in the store at all times

**(Ali Mall), Philippines March 2001 to June 2002**

**Salesman**

**Job Description**

* Meet and greet customers in highest standards
* Promote maximum sale of merchandise by understanding customer needs
* Explain promotions and discounts to customers when necessary
* Implement link sell to generate more sales
* Keep the company housekeeping standards high at all times
* Also in charge in some merchandising work such as receiving stocks, bar-coding, displaying merchandise and perform stock checking and recording

**LABORATORY (General Drug & Chemical Inc.), Philippines September 2000 to February 2001**

**Warehouse Assistant**

**Job Description**

* Responsible for ensuring that materials are staged properly for production areas
* Responsible for loading and unloading trucks and other vehicles delivering or picking up controlled and non-controlled substances from the premises
* Responsible for receipt and sampling of all raw materials, other chemicals and supplies required in Production, QC and R&D
* Responsible for granting access of authorized individuals to controlled substance storage areas
* Responsible for assisting in inventory of vaults and other controlled substance storage areas, and may be required to verify inventories
* Responsible for maintaining work areas and performing job functions in a safe and efficient manner in accordance with company policies and procedures
* Responsible for performing additional related duties as assigned.

**Educational Background**

**Business Management March 1999 (Under Grad)**

Philippine School of Business Administration

Quezon City, Philippines

**First Name of Application CV No:** **502920**

Whatsapp Mobile: +971504753686

