**MARLON**

Email add: [marlon-393127@2freemail.com](mailto:marlon-393127@2freemail.com)

**OBJECTIVE**

***OBJECTIVES***

* *To develop my career in a reputable company with integrity and with an opportunity for personal and professional development. And to share my knowledge as well as my experienced in expertise working in customer service.*

***EDUCATIONAL ATTAINMENT***

**Tertiary:**

**Bachelor of Agricultural Technology**

Provincial Technical Institute of Agriculture

Isabela State University 2005-2006

***EMPLOYMENT RECORD***

* **July 24, 2016 – May 27, 2019**

**Laguna Philippines**

**Merchandiser/Sales**

Responsible for ensuring that products and brands are represented effectively in stores to create a positive customer experience in a retail environment.

**Duties and Responsibilities**

1. Promoting products to significantly increase their sales.
2. Ensuring each area of the store is stocked, rotated, clean and looking it’s best.
3. Making sure customers find everything they need, in the right place.
4. Checking and replenishing product display areas in line with company plans.
5. Monitoring stock levels and reviewing product performance in order to identify current and future trading opportunities.
6. Ensuring that best sellers reach their full potential.
7. Helping Customers with any queries they may have.
8. Completing all paperwork and administration tasks as required.
9. Managing stock availability throughout the supply chain, from suppliers to stores.
10. Working closely with the buying team on related issues.

* **August 20, 2012– June 01, 2016**

**Warehouse Checker**

**Duties and Responsibilities**

1. Check truck status if it is capable to carry frozen items to avoid spoilage.
2. Filling-up truck checklist to make sure if in good condition to carry perishable items.
3. Assign load details to Forklift Operator to let them prepare&start loading all items.
4. Check all the items base on loading guides, follow FIFO and FEFO guidelines.
5. Observe proper stacking of items to avoid uncertain damage, and check the quantity and quality of all items loaded must be complete and in good condition.
6. Print and verifies document needed for delivery.
7. Responsible in checking system generated documents such as; Driver’s Trip Report (DTR), Delivery Receipt, Certificate of Release (COR), Bar Codes, Booking and Packing List in every transaction, filling documents is also applied.
8. Operated and drove Forklift/CounterBalance, Powered Lifters as well as needed.

***COMPUTER SKILLS***

* Popular software applications such as Word, Excel, Outlook, PowerPoint, and Access as well as Internet research and communication tools.

***PERSONAL BACKGROUND***

|  |  |
| --- | --- |
| Age: | 34 years of age |
| Gender: | Male |
| Nationality: | Filipino |
| Mother’s Name:  Visa Status:  Expiry Date: | Visit Visa  28 Aug.2019 |
| Language Spoken: | English, Tagalog, |

***I hereby certify that all information given above are true and correct to the best of my knowledge and ability.***

***Marlon***