**JOEL**

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*Joel-393139@2freemail.com*

**PERSONAL INFORMATION**

Date of Birth: November 20, 1993

Age: 25

Nationality: Filipino

Gender: Male

Civil Status: Single

Religion: Roman Catholic

Height: 5” 9’

Weight: 75 kg.

**LANGUAGE SPOKEN**

 English

 Arabic

 Tagalog

**PERSONALITY**

* Self - Motivated
* Hardworking
* Patient
* Creative
* Communicate
* Multi – Tasking
* Flexible
* Work Ethic

**SKILLS**

* Microsoft Application ( , , ,  , etc…)
* Networking
* Troubleshooting
* Adobe Photoshop
* Adobe Premiere Pro
* Basic HTML or web Programming

**OBJECTIVE**

To obtain a position where I could apply my skills and knowledge I’ve learned and to give an opportunity to work productively and accurately in your company.

**PROFESSIONAL EXPRIENCE**

**ADMINISTRATIVE OFFICER**

*May 21, 2016 – May 31, 2019*

*Riyadh, Saudi Arabia*

* Carry out administrative duties such as filing, copying, binding, scanning etc.
* Manage phone calls and correspondence (e-mail, letters, packages, Fax, etc...).
* Maintain supplies inventory by monthly checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Preparing price quotation for the request stationary item.
* Counting the entire stock Stationary item every end of the month for the Inventory Report.
* Receiving all sample items from warehouse for checking and approval.
* Printing ID badge request for team member use.
* Encoding and Issuing DC Card to the Operation Dept. for DC store’s uses.
* Preparing and submit Weekly/Monthly Sales.
* Preparing and Submit monthly report’s (Stock management and variance, Fixed Asset,

Due Payment, Invoices, Stationary request).

* Perform daily task assign.

**OPERATION COORDINATOR -**

*August 11, 2014 – March 14, 2016*

*Clark Pampanga, Philippines*

* Coordinates/liaise with Subcontract and clients for their order flow every season
* Preparing a report for entire order every season (Quantity, Price, Process, Shipment Production) to be submit on Subcontract/production
* Tracking all upcoming shipment trims and accessories needed on production.
* Provide all required trims and accessories for production
* Submit the sample design (Print/Embroidery) to the buyer’s for checking and approval.
* Collecting all approve materials received from the buyer and submit to production
* Preparing all receive Garment Sample for pre-production sample (PPS)
* Manage phone calls, e-mail(outlook)

**CUSTOMER SERVICE** (OJT Trainee)

*accumulated 360 training hours*

*Pampanga, Philippines*

* Providing and assisting all customers need for applying their business requirements.
* Creating and Issuing Tax Identification No. (**TIN ID**)

**EDUCATION**

Tertiary: Don Honorio Ventura Technological State University

***Bachelor of Science in Information Technology***

S.Y. 2010 – 2014

Pampanga, Philippines

Secondary: Don Honorio Ventura Technological State University

S.Y. 2006 – 2010

Pampanga, Philippines

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