

Earl

✉ 406901-earl@gulfjobseeker.com

☎ +971504753686



May 22, 1998



Objectives

To showcase my willingness and dedication that can stand out from others.

To contribute my skills, knowledge and driven personality to the business needs and challenges of a fast-paced industry to benefit both the company and me.

To be in a company where I can progress and develop personally and professionally.

Education

Date	Degree	University	Location
Jun 2020 - May 2022	Computer Science	Asian Institute of Science and Technology	Philippines

Employment History

Nov 2022 – Nov 2023 **Warehouse Encoder** **Jamco (Agency Synchronics)** **Pampanga, Philippines**

Primary Responsibilities:

- Was responsible for encoding and recording all production or logistics-related transaction in the database to ensure an accurate inventory of materials and other clerical tasks needed.
- Organize and maintain files and databases, ensuring all records are up-to-date and easily accessible.
- Perform regular data entry tasks, including updating information, creating new records, and deleting obsolete ones.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Generate reports, store completed work in designated locations and perform backup operation.
- Scan documents and print files, when needed.
- Respond to queries for information and access relevant files.

Feb 2022 – Oct 2022 **Store Crew (part-time)** **Alfamart** **Pampanga, Philippines**

Primary Responsibilities

- Conducts store inventory according to set procedures and guidelines.
- Follows set guidelines on receiving and storing products.
- Lifts and carries cases of goods and beverage items and arrange accordingly.
- Coordinated between suppliers to allow for timely delivery.
- Stock shelves, chillers, freezers as needed.

Oct 2021 – Jan 2022 **Staff Clerk (part-time)** **San Miguel Logistic** **Pampanga, Philippines**

- Primary Responsibilities:**
- Loading and unloading products by hand or by use of hand truck.
 - Collected all rejected products upon approval by customer service and ensuring that the delivery vehicle is always clean.

Oct 2017 – Oct 2018 **Store Clerk (part-time)** **7/11** **Pampanga, Philippines**

- Primary Responsibilities:**
- Experienced convenience store clerk who is efficient and able to maintain a busy store. Adept at accurately cashing out customers stocking shelves on a daily basis and cycling out fresh baked goods to meet freshness standards. Specializes in working the day shift and maintaining product inventory.

Sep 2016 – Apr 2017 **Service Crew (part-time)** **Jollibee** **Pampanga, Philippines**

- Primary Responsibilities:**
- Welcomed customers on arrival and assisted customers to their tables.
 - Processed customer orders.
 - Cleared tables after the customers leave, served and packed food for customers.
 - Assisted kitchen staff in cleaning and outdoor delivery service and updated the food chart periodically.
 - Dealt with customers queries and refer complaints to the supervisor, if necessary.

Key Skills

- Strong computer literacy and proficiency: MS Word, Excel, Outlook, PowerPoint and Internet
- Communication Skills
- Interpersonal Skills
- Problem-Solving Skills
- Strong work ethic - dedicated to any duties given to me
- Customer service and office management
- Adaptable to different cultures
- Fast learning capability
- Team player