

LEOMAR FANER ALMANZA

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OBJECTIVE

Dependable Warehouse Worker with 3+ years of experience committed to getting each job done as quickly, efficiently and safely as possible. I am very much interested to apply for a position in your company that would further enhance my knowledge and skills and to be a part in achieving company's objectives of development, customer pleasure and service.

SKILLS AND QUALIFICATIONS

- Knowledge of Warehouse Operations
- Organizational Skills
- Safety and Compliance Standards
- Manual Dexterity
- Warehouse Equipment Expertise
- MS Office, Oracle and SAP Application Proficiency
- Good communication skills
- Honest, dedicated and full of patience in work

EMPLOYMENT HISTORY

Warehouse Worker, Powertech Technologies Inc. – Hsinchu, Taiwan

July 2017-Current

- Preparing and completing orders for delivery or pick up according to schedule
- Picking, sorting according to product type, and packing materials and products manually
- Scanning barcodes, printing labels and labelling containers correctly
- Keeping a clean and safe working environment and optimizing space utilization
- Managing other warehouse workers and working with team leaders to finish work quickly
- Notifying supervisor of defective products or damaged packaging
- Transporting finished/shipment materials and products using electric or pallet jack
- Ensuring that the product quality met customer's specifications
- Following safety protocols, rules and regulations given by the company
- Ensuring safety of all warehouse employees by carefully moving heavy materials across the facilities

Inventory Clerk, KServico Trade, Inc. – Manila, Philippines

November 2016-July 2017

- Reviewing and applying inventory activities, including movements and deletions
- Maintaining and updating inventory records
- Developing and implementing efficient inventory management procedures
- Reconciling inventory discrepancies
- Reporting any stock issues to management and placing product orders as necessary
- Preparing a list of depleted products and a survey of unusable products

Accounts Receivables Analyst, 2Go Group Inc. – Manila, Philippines

February 2016-July 2016

- Maintaining bookkeeping databases and spreadsheets, updating information as needed
- Communicating with clients and customers to requests and arrange payments
- Recording and tracking payments in databases
- Creating reports and balance sheets that document overall profit and losses
- Updating client accounts based on payment or contact information
- Reconciling old unpaid transactions

Bank Teller, Malayan Bank Savings and Mortgage Bank – Manila, Philippines

June 2015-December 2015

- Recording transactions, which involves logging checks and preparing transaction reports
- Counting and packaging currency
- Reconciling cash drawers
- Opening new accounts and helping with loan applicants
- Exchanging foreign currency
- Promoting the bank's products and services
- Keeping customer's personal information confidential
- Communicating with other bank team members

EDUCATION HISTORY

Bachelor in Banking and Finance

Polytechnic University of the Philippines – Sta. Mesa, Manila, Philippines

2015