



JERRY FLORES SOTELO

Zone 2-A Brgy. San Agustin San Fernando City La Union 2500
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f JERRY FLORES SOTELO

Experience

- **La Union Quality Timber Manufacturing Corporation** January 15,2015 - January 04,2021
CHECKER and INVENTORY
 - Receives and counts items in warehouse and record the data either manually or in a computer.
 - Checks, Process, and Clears costumer orders for logistics purpose.
 - Conduct Physical Inventory of all items in the warehouse accurately.
 - Reports any discrepancies to the management for immediate actions to ensure the items to be delivered are correct.
 - Collaborates with the procurement and sales department of the organizational to ensure regular availability of goods or items.
 - Keep the records of stocks IN and OUT accurately to ensure availability of the items.
- **La Union Quality Timber Manufacturing Corporation** January 15,2015 - January 04,2021
WAREHOUSE ASSISTANT
 - Move inventory and materials across facilities.
 - Responsible in loading of itemsfor delivery.
 - Monitoring in unloading of items during shipment.
 - Report discrepancies of items to the management for immediate response.
 - Keeps the stocked organized and accessible.
 - Maintained the Warehouse clean to ensure safety during working hours.
- **La Union Quality Timber Manufacturing Corporation** January 15,2015 - January 04,2021
LOGISTIC COORDINATOR
 - Oversee and liaise with colleagues to ensure the stock is maintained and moved efficiently.
 - Orchestrating transportation movements and arranging for service as necessary.
 - Organize transportation activities including storage of goods or item.
 - Managing information accrued from to point of origin to delivery.
 - Execute Logistic plans to move and packages to reach the destination on schedules.
- **J. MATA STEEL INCORPORATED** February 01,2021 - October 09,2021
WAREHOUSE CHECKER
 - Checked, Process, and Clears costumer orders for logistics purpose.
 - Conduct Physical Inventory of all items in the warehouse accurately.
 - Reports any discrepancies to the management for immediate actions to ensure the items to be delivered are correct.
 - Collaborates with the procurement and sales department of the organizational to ensure regular availability of goods or items.
 - Keep the records of stocks IN and OUT accurately to ensure availability of the items.
 - Received Costumer concern about the items delivered.

Education

- **Don Marianoarcos Memorial State University** 2007
Bachelor of Elementary Education
Graduated

Skills

- Ability to work with others
- Excellent in Verbal communication
- Knowledgeable in Microsoft Excel
- Good organizational and Time Management

- Work under pressure

Personal Details

- Date of Birth : 15/08/1980
- Marital Status : Single
- Nationality : Filipino

Reference

- **SERAFIN CHAN - "La Union Quality Timber Manufacturing Corporation"**
LATIMCO-Manger
latimco_agoo@yahoo.com
0726070555
- **ANIL AMARNANI - "Diamond Road International Corporation "**
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