

LESTER MARASIGAN ABANADOR
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Career Objective:

Possess a strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives. Data analysis, administrative assistance, communication, problem-solving, troubleshooting and organizational skills.

Work Experience:

Warehouse Associate

January 16, 2020 to Present

Avon Cosmetics

Kapitan Ponso Street, Adel Building, Bauan Batangas 4201,
Philippines

Duties and Responsibilities:

- Perform their start of the shift of program for employee's daily tasks.
- Opening all the PC required for the whole day shifts.
- Checking the email before start of shift using outlook.
- Configure in command prompt in server, and update the program of Avon Cosmetics in the server.
- Update the scanner before the delivery hours.
- Comparing the regular cycle count of the supermarket and warehouse if it matches with the system.
- Check the email in the outlook and performing the delivery items needed when the corporate branch requires the said items.
- Responding promptly to service issues and requests.
- Process, package, and ship orders accurately.
- Organize stocks and maintain inventory.
- Inspect products for defects and damages.
- Organize warehouse space.
- Receive, unload and place incoming inventory items appropriately.
- Abide by all company safety and hygiene regulations.
- Contribute ideas on ways to improve or optimize warehousing procedures.
- Keep the warehouse clean and organized daily.
- Answer telephones and help at the counter whenever required.
- Reporting and managing discrepancies.

Work Experience:

Data Entry

August 22, 2018 to June 15, 2019

SPi Global

Carmelray Park II Calamba, Laguna 4027, Philippines

Duties and Responsibilities:

- Take information from different locations that are written down, such as canceled checks, bills, reports, or other information, and enter it into an electronic data system.
 - Update customer information in a database.
 - Transferring data from paper formats into computer files or database systems.
 - Typing in data provided directly from customers.
 - Verify data by comparing it to source documents.
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Technical Skills:

- Trello
- Requirements Gathering
- Coding, Debugging, Testing, Design, Configuration, Documentation
- HTML, Responsive Design, CSS, JavaScript
- Social Media Platforms
- Point of Sale Software

Personal Skills:

- Teamwork
 - Critical Thinking
 - Communication Skill
 - Attention to Detail
 - Responsibility
 - Design Thinking
 - Willingness to Learn
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Educational Background:**Tertiary:**

- **Batangas State University Alangilan Main Campus II**
Bachelor of Science in Information Technology
Specialize in Management Information System
Golden Country Homes, Alangilan, Batangas City, Philippines
2014 – 2018

Project Proposal:

- **Batangas PDAO Information Management System for PWD's with Data Analysis**
Batangas Provincial Capitol, Batangas City, Philippines

Secondary:

- **Bauan High School**
Buendia St., Poblacion, Bauan, Batangas, Philippines
2010-2014

Elementary:

- **Bauan East Central School**
Buendia St., Poblacion, Bauan, 4201 Batangas, Philippines
2004-2010
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Pre-Professional Experience:

- **Technical Support Intern - Logistics Department**
JG Summit Petrochemical Corporation
February 2018 – May 2018

Monitor and maintain the computer systems and networks of an organization. Installing and configuring computer systems, diagnosing hardware and software faults and solve technical and applications problems. The website of JG Summit that they are currently using was under my creation and design.

Trainings Attended:

- **CCNA Routing and Switching: Routing and Switching Essentials**
CICS Building, Batangas State University Alangilan, Main Campus II
May 23, 2017

 - **Security and Big Data**
Gov. Feliciano “Sanoy” Leviste Memorial Multipurpose Stadium,
Batangas State University Pablo Borbon, Main Campus I
September 16, 2017

 - **Developing Career in Information Technology**
Amphitheater, CEAFAB Building, Batangas State University Alangilan, Main Campus II
October 02, 2017

 - **Software Development and Implementation in Banking Technology**
Amphitheater, CEAFAB Building, Batangas State University Alangilan, Main Campus II
October 16, 2017

 - **The Role of IT in Social Services and Development**
Amphitheater, CEAFAB Building, Batangas State University Alangilan, Main Campus II
November 20, 2017

 - **Applying IT for Better Multimedia**
Amphitheater, CEAFAB Building, Batangas State University Alangilan, Main Campus II
December 04, 2017
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References: Will provide upon request.