

Quenne Rose B. Buenavista

+639163090877 | buenavista.quenue@gmail.com | Iloilo, Philippines 5011

SUMMARY

Efficient and flexible Warehouse Clerk with 6 years of experience in warehousing, order picking, proper handling of stocks and inventory control. Extremely reliable and safety conscious with a solid background in warehouse operating procedures from receiving of stocks, storage, inventory, assembling of orders up to the delivery of stocks.

SKILLS

- Organizational skills
- Adept at handling multiple complex tasks simultaneously
- Strong computer skills in Microsoft Office applications
- Ability to lift heavy materials
- Time management skills
- Inventory control skills
- Communication skills

EXPERIENCE

Warehouse Clerk

September 01, 2016 - Present

Coca-Cola Beverages Philippines, Inc.

- Involves in warehousing processes such as order picking, sorting, piling, labeling, and assembling of products
- Conducts monthly inventory of all products
- Purchases supplies, maintain level inventory and schedule its replenishment
- Prepares, edits, and validates presentations and reports
- Records and prepares minutes of meetings
- Checks and validates invoices and delivery receipts submitted by contractors
- Answers telephone and electronic inquiries/concerns and relay telephone calls and messages
- Set up and maintains manual and computerized information filing systems
- Arranges travel and hotel schedules and make reservations
- Organizes and facilitates trainings, conferences, and meetings
- Notifies contractors of unpaid invoices or accounts by telephone or email
- Resolves invoice issues by providing corrections to proceed with the payments
- Recommends further action that needs to be taken for the resolution of payment issues
- Facilitates repairs and maintenance of facilities and buildings

Production Staff / ECA Manpower Agency

May 15, 2015 – August 31, 2016

Coca-Cola Beverages Philippines, Inc.: Iloilo PH

- Responsible for the Documentation process of the company's compliance to International Standards Organization (ISO) requirements in Occupational Health and Safety, Food Safety System Certification and Quality Management
- Monitored SOP Checklist compliance of production workers and operators
- Performed office works such as filing and reproduction of forms used in daily production run, conduct inventory of office and PPE supplies, and keeping of records properly maintained and readily available

Intern – Engineering Department

October 2014 – February 2015

Coca-Cola Beverages Philippines, Inc.: Iloilo PH

- Trained on clerical duties, familiarized SAP, created reports on measuring equipment's productivity and preventive maintenance monitoring

Fast Food Crew - McDonald's

December 2013 – June 2014

Solid Gold Food, Inc.: Iloilo PH

- Performed cleaning and sanitation, order taking, assembling orders from in-store and drive thru customers

EDUCATION**Bachelor of Science in Business Administration**

June 2011 – April 2015

Major in Business Management – 4 years

Central Philippine University: Iloilo, PH

CHARACTER REFERENCES**Marim R. Prieto**

Materials Inventory Specialist

Coca-Cola Beverages Philippines, Inc.

+639459819115 and +639120492226

James T. Saclote

Logistics Manager

Coca-Cola Beverages Philippines, Inc.

+639190879220

Engr. Larry Besana

Engineering Team Lead

Coca-Cola Beverages Philippines, Inc.

+639190876784 and +63915837996