

CONTACT

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SAN FERNANDO CITY
LA UNION 2500



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

January 05,2022 - Up to present

○ **NEW LA UNION PLYWOOD TRADING CENTER**

Warehouse Checker

- Checks, Process, and Clears customer orders for shipments.
- Keeps the warehouse clean to ensure safety.
- Sort and labels all the goods in the warehouse.
- Receives and examines all the incoming goods in the warehouse.
- Conduct Physical Inventory of all the goods in the warehouse.
- Prepares all orders by the customers for shipment or nearby purchase. Collaborates with the procurement and sales department of the organization to ensure the availability of goods.
- Keeps Inventory or record of the movement of goods IN or OUT of the organization.

February 01,2021 - October 09,2021

○ **J. MATA STEEL INCORPORATED/DIAMOND ROAD INTERNATIONAL CORPORATION**

Warehouse Checker

- Prepares all orders by the customers for shipment or for nearby purchase.
- Collaborates with the procurement and sales department of the organization to ensure the availability of goods.
- Keeps inventory record of the movement of goods IN or OUT of the organization.
- Sort, arranges, and labels all the goods in the warehouse.
- Receives and examines all the incoming goods in the warehouse.
- Checks, Process, and Clears customer orders.
- Keeps the warehouse clean to ensure safety.
- Conduct Physical Inventory of all the goods in the warehouse accurately.

January 15, 2015 -
January 04, 2021

- **La Union Quality Timber Manufacturing Corporation**
Warehouse Checker/Warehouse Assistant/Logistic Coordinator
 - Checks, Processes, and Clears costumers for shipments.
 - Keeps the Warehouse Clean to ensure safety during working hours.
 - Reports any discrepancies to the management for immediate actions to ensure the goods are delivered properly.
 - Recieves and counts all the incoming goods in the warehouse.
 - Keeps the stocked organized and accessible.
 - Oversees and liaise with colleagues to ensure the stocks is maintained and moved efficiently.
 - Orchestrating transportation movement and arranging for service as necessary.
 - Execute Logistic plans to move and packages to reach the destination on schedule.

EDUCATION

2007

- **Don Mariano Marcos Memorial State University**
Bachelor of Elementary Education
Graduated

SKILLS

- Mathematical Skills Critical Thinking Excellent in Verbal communication Ability to work with others Professionalism

REFERENCE

- **CARLOS LIM - "NEW LA UNION PLYWOOD TRADING CENTER INC "**
Manager
0922868633
- **ANIL AMARNANI - "J. MATA STEEL INCORPORATED - DIAMOND ROAD INTERNATIONAL CORPORATION "**
Manger
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- **SERAFIN CHAN - "La Union Quality Timber Manufacturing Corporation "**
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