



DAVID B. TABIOS JR

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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

- **3S Frozen Meat Trading** August 2022 - Present
Warehouse Operation Supervisor
 - Supervise a warehouse team in daily warehousing operations to ensure that warehouse activities are executed smoothly and effectively
 - Assist to set-up and execute the business processes and systems for raw material, intermediate and finished product logistics, shipping, receiving, warehousing and inventory control of internal stocks
 - Work closely and establish, build and maintain good relationships with internal and external parties.
 - Collaborate with Logistics department if there is any route changes
 - Check outgoing stock prior to releasing delivery stocks
 - Ensure delivery drivers verify stock accuracy before going out for delivery
 - Perform data entry into Navision system and other databases and ensure department compliance with warehouse operation policies and procedures.
 - Perform stocktaking and inventory checks as well as basic data entry into the Navision system.
 - Effective use of available warehouse space to maximise capacity
 - Monitoring of daily inbound and outbound stock and to conduct scheduled cycle counts
 - Inspect and monitor warehouse equipment (e.g. meat cutter) & house keeping
 - Perform environmental checks, record creation, record collection, and record storage.
 - To practise 5S and safety in the warehouse operations
 - Other duties as assigned by the Operation Manager

- **Department of Interior and Local Government**

October 2020 - July 2022

Contact Tracer

- Augment or form part of a team of existing contact tracers who will normally provide the first point of contact of cases of COVID-19 (e.g., the people who have just been confirmed as COVID-19 cases);
- Conduct case interviews, profiling, and perform an initial public health risk assessment of COVID-19 cases and their identified close contacts;
- Collaborate with other government agencies and private sector for the conduct of enhanced contact tracing;
- Collect laboratory samples, as authorized, and provide health education and give instructions about what confirmed COVID-19 cases and their contacts need to do, according to established DOH protocols;
- Refer the close contacts to isolation facilities, as necessary;
- Receive queries from the identified close and general contacts, provide advice and take action, as appropriate;
- Elevate and refer challenging or complex cases or incidents and outbreaks of COVID-19 to the designated Team Leader;
- Conduct daily monitoring of close and general contacts for at least 14 days;
- Ensure accurate, up-to-date records of contacts/action by completion of relevant records and compliance with team handover procedures;
- To work within their own competence, seeking senior advice when necessary;
- Be able to modify and adapt methods of communication to account for the differing needs of contacts especially in stressful and difficult situations and ensure polite, efficient and appropriate communications at all times;
- Contribute to the maintenance of effective systems for the surveillance of COVID-19 by providing accurate data and information and by encoding collected data in the authorized Application;
- Contribute to any necessary ongoing development of current protocols, guidance and standard operating procedures; and
- Conduct active surveillance activities and advocate for implementation of the mandatory physical distancing measures at an individual level, and ensure public minimum health standards must be implemented at all times.

- **AMA Computer Technology Center**

May 2020 - October 2020

Sales Team Leader

- Establish an outstanding working relationship with all stakeholders.
- Establish efficient database acquisition.
- Monitor and ensure repeat sales through student retention.
- Work together with colleagues from other departments to attain sales and overall service delivery.
- Give prompt reports on crucial issues to direct senior officer, suggest answers where obtainable.
- Supervise the sales advisors.
- Give suggestions and designate sales target and job obligations to each sales staff.
- Recommend strategies in accomplishing sales target objectives and goals.
- Solicit for other job duties needing attention to enhance service and improve customer satisfaction.
- Lead sales team to intensify sales.
- Create action plans to enhance performance of branch.
- Perform other duties that may be assigned by the immediate superior.

- **Globalland Property Management Inc.**

November 2019 - April 2020

Property Manager

- Develop detailed property house rules and ensure that this is presented and approved by respective heads.
- Provide assistance and responds to unit owners concerns inside the common area.
- Coordinates with security, maintenance staff for problems and concerns of the unit owners.
- Prepares and maintain files for various correspondence and reports.
- Responsible in the management of assigned project/s.
- Responsible in the supervision of all service providers engaged for the assigned project/s.

- **Global Noble International Corporation**

November 2018 - November 2019

Area Sales Coordinator

- Ensure concession stores attain sales target
- Conducts periodic store visits and facilitate new stores openings
- Ensures merchandising and customer service standards are implemented
- Facilitates pull-outs of damages and overstocked items
- Recruitment and supervision of concession promodiser
- Coordinates with concession store department managers
- Provides prompt action on area/store concerns
- Ensures submission on time of daily sales reports and inventory reports
- Ensures that all promodisers concern are acted upon accordingly
- Conducts Stock Inventory audit (On occasion as needed) and coordinates with audit department for action plans
- Monitors and reports competitor activities. Survey and report competitor Products/ price positioning
- Coordinates with concession Department timely delivery of items
- Ensures display of marketing collaterals, brand signage in the stores and correct price tags per item
- Ensures implementation of in-store promotions and price increase
- Solicits and relays customer concerns/comments/complaints to the business and sales development Manager/ Head Office.
- Ensures presence of service centers in the area
- Identifies and recommends new accounts for Business development for approval of management
- Performs other functions that as assigned by Department Head

- **Personal Collection Direct Selling Inc.**

March 2017 - October 2018

- Branch Operation Supervisor

- Manages the overall operations of a Branch, its fixed assets and inventory of products, the personnel working in the branch, the product ordering, payment, and collection of receivables from Dealers, and ensures efficient implementation of customer services within Company standard operating procedures and policies.
- Responsible for the efficient operations of branch customer services such as product ordering and invoicing, preparation of products ordered, collection of payments and receivables from Dealers.
- Accountable for proper handling and accounting of all product inventories. This includes proper receiving and documentation of product deliveries, inventory of products kept in the stock rooms, arrangement in stock rooms following good warehousing practices, issuance of products to customers, and monitoring of inventory levels to avoid stock-outs and over-stocking.
- Responsible for assessing credit worthiness of applicant Dealers, as well as ageing and collection of receivables which includes : statements of account and reports of maturing accounts, sending of demand letters to Dealers with overdue accounts, endorsing overdue payments to the collection agency or Legal, recommending a collection program to manage receivables.
- Manages all branch fixed assets and ensures these are properly maintained and in good working condition. Ensures good housekeeping practices are implemented and that payments for utilities and government dues are done in a timely manner.
- Responds quickly to Dealer complaints and concerns within Company guidelines and recommends courses of action to respond to complex problems or recurring issues. Maintains a calm and professional demeanour when handling demanding or distressed customers.
- Ensures proper handling and safekeeping of cash collections and cash on hand for operations. Deposits all cash collections daily within the frequency and time set by Company Policy.
- Hires, coaches and develops Branch Operations Staff and ensures that through teamwork a high performing and customer focussed Branch team is motivated to achieve business goals and their maximum potential

- **Personal Collection Direct Selling Inc**

January 2011 - March 2017

- Warehouse Custodian

- Initiate, implement & execute new projects, KPI's & processes to improve warehouse effectiveness & efficiency in terms of cost and resources.P
- Provide a safe working environment, adhering to Health, Safety, and Environmental procedures and ensuring they are understood and practiced by the team at all times;
- Setup layout and ensure efficient space utilization
- Ensure orders are processed efficiently and that the delivery of product meets customers timescales/requirements;
- Supervise and control order picking, goods in, goods out operations to ensure accuracy with minimum handling and stock damage;
- Organize, facilitate and manage stock takes at regular intervals;
- Receive feedback and monitor the quality of services provided
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements;
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Lead follow up and resolve Customer concerns;
- Identify errors and eliminate root cause using strong countermeasures;
- Sustain the corrective actions to eliminate repeat issues;
- Monitor and review operational methods to facilitate both qualitative and quantitative improvements within the warehouse operation;
- Ensuring 5S housekeeping standards are maintained at all times

- **Digital Telecommunications Phils., Inc.,** October 2010 - December 2010
Sales Associate
 - Identifies prospects by reading telephone directories and other prepared listings.
 - Calls prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
 - Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
 - Completes orders by recording names, addresses, and purchases; referring orders for filling.
 - Keeps equipment operational by following manufacturer's instructions and established procedures.
 - Secures information by completing data base backups.
 - Maintains safe and clean working environment by complying with procedures, rules, and regulations.
 - Maintains operations by following policies and procedures; reporting needed changes.
 - Contributes to team effort by accomplishing related results as needed.

- **Transcycle Mart** January 2010 - August 2010
Sales Specialist
 - Attains the monthly sales target including but not limited to the following: Motorcycle Sales Target, Insurance Closing Ratio, Financing Closing Ratio, Sales Prospects or Leads Generated
 - Participates in various sales activities to acquire new prospects of leads.
 - Conducts regular call to existing clients and other potential buyer for follow-up and update.
 - Updates and monitors the status of existing leads in the prospects monitoring system.
 - Attends to walk-in clients.
 - Prepares and explains sales proposals to the clients.
 - Demonstrates the features of the units, their functions & benefits.
 - Updates walk-in log sheet daily.

- **Northpoint Computer Technology Center** May 2009 - December 2009
Accounting Assistant
 - Perform daily Accounting transactions
 - Conduct daily audit of previous day's cash and non-cash transactions
 - Check accuracy of branch inventory records based on inventory records, physical inventory count & actual stock movements
 - Maintain orderliness & cleanliness of the work area, equipment & facilities in accordance with safety & security standards

Education

- **Northwestern University** 2005 to 2009
Bachelor's degree in Commerce Major in Management Accounting
- **San Nicolas National High School** 2000 to 2005
- **San Nicolas Elementary School** 1994 to 2000

Skills

- Microsoft Office
- Sales and Operation
- Team Building
- Decision Making
- Driving vehicle

Reference

- **Bryan Roy Cacot - "Banco De Oro"**
Branch Manager
09190057223
- **Albert Salvador - "Globalland Property Management Inc."**
Property Manager
09985900857
- **John Harner Pascua - "San Nicolas Municipal Health Office"**
Nurse
09271209748