



Gerald Bucsit Soriano

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Date of Birth: May 25, 1992
Civil Status: Single
Nationality: Filipino

Profile

Reliable Warehouse Assistant with 6 years of experience managing shipping, receiving and inventory operations. Excellent record of success in inventory audits and product staging. Dedicated to accurate record-keeping, worksite safety and timely issue resolution.

Work History

Warehouse Assistant | Meridien Business Leader Inc

Rosales - January 2017 - Current

- Handled day-to-day shipping and receiving overseeing more than 1000 boxes per day.
- Inspected incoming and outgoing shipments to identify discrepancies with records.
- Sorted and delivered materials to different work areas and staff.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Evaluated incoming shipments for quality issues and processed unacceptable materials for return.

Inventory Control Associate | Savers Electronic World Inc Urdaneta

- July 2015 - August 2016

- Kept merchandise moving smoothly and accurately from stockroom to sales floor.
- Completed stock inventories to identify and address issues negatively impacting controls.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Completed physical inventory counts each month.

Business Office Assistant | Philippine Long Distance Telephone

Marikina - January 2015 - July 2015

- Handled customer queries and complaints• Promotes Internet packages for new customers
- Processing of application for new users.
- Developed and maintained courteous and effective working relationships.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

College Instructor | Lyceum Northern Luzon

Urdaneta City, Pangasinan – June 10, 2013 - June 15, 2014

- Shifted between informal and formal methods of teaching to create multi-layered web of learning incorporating experiments, practical activities, discussions and projects into lessons.
- Administered exams and assignments to monitor student understanding and progress, implementing systems to fix blocks in comprehension or learning.
- Taught Business Administration subjects to over 100 annual students.

Education

1998-2004 Narciso R. Ramos Elementary School Asingan, Pangasinan

2004-2008 Luciano Millan National High School Asingan, Pangasinan

2009-2013 Bachelor of Science in Business Administration major in Marketing Management
Pangasinan State University Asingan,Pangasinan

- Awarded Academics Excellence
- Received AMADO T. ESPINO Scholarship
- **CSE PEN AND PAPER TEST PROFESSIONAL LEVEL PASSER**
Date exam taken: August 7, 2022

Skills

- Knowledgeable in Merchandise Management System, Oracle and Bartender
- MS Office
- Teamwork and Collaboration
- Flexible and Adaptable
- Problem-Solver

- Organization and Time Management
- Self-Motivated
- Attention to Detail
- Document drafting
- Multitasking Abilities
- Data Entry

Seminars Attended

- Occupational Safety and Health Standards (Module 1-6) June24, July16, Aug. 29, Sept. 19, 2019
- Records Management for Work Efficiency
- Good Housekeeping Practices
- Effective Problem and Decision Making
- Data Privacy Act
- Effective Communication

References

References available upon request.