

ANDREW MURPHY LUNOD. NICOLAS

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994 Birds of Paradise St. Bo.San Jose, Tala, Caloocan City, 1427 Philippines

PROFILE:

To be able to obtain challenging position that will best suit my qualifications and skills, to provide the company good services at the same time to further enhance self-productivity, professionalism, and responsibility.

PROFESSIONALEXPERIENCE:

BUSINESSMAN/OWNER

EL Bulakenya Cow Meat and Livestock Dealer

Purok 3 Bambang Bulacan, Bulacan

- Butcher
- sell meats

RECIEIVING CLERK

Feb 14,2019 to Present

ANDOKS LITSON Inc.

#2/F Corazon Tierro-Javier Bldg,24 Bulacan Street, West Avenue, Quezon City

- Collaborating with procurement staff to list expected deliveries
- Receiving shipments and signing paperwork upon receipt
- Unloading packages from incoming trucks

WAREHOUSE CLERK

May 10,2016 -Sept 29,2018

CHRIS SPORTS INC.

#15 Baler Street.San Francisco Del Monte,Quezon City.

- Check in merchandise and affix labels.
- Match purchase orders to sales orders and distribute to sales associates for processing.
- Fulfill customer orders.
- Move materials off racks and package for shipment.
- Fill requisitions, work orders, or requests for materials, tools, or other stock items.

INVENTORY CLERK

Sept 1,2015- May 7,2016

CHRIS SPORTS INC.

4th Floor,#18 k.Plaza bldg.,Kamuning Rd.,Q.C

- Prepares reports, such as inventory balance, price lists, and shortages.
- Prepares list of depleted items and recommends survey of defective or unusable items.
- May operate office machines, such as typewriter or calculator.
- May stock and issue materials or merchandise.
- May be designated according to item inventoried as Property-And-Equipment Clerk; or type of inventory as Inventory Clerk, Physical.

STORE CREW

July 14, 2014 –Dec 14, 2014

PHILIPPINE FAMILYMART CVS INC.

37 San Miguel Avenue, Ortigas Center Pasig City, Manila 1600

- Greet customers, cashiering and food preparations including the
- Ensures the availability of merchandise
- Replenish of stock in walk in chiller and gondola
- Maintain the cleanliness of the store, beverages machines such as Ez Care,Granita,and Alegria.

STOCK CLERK

Jan 13, 2014 – June 13, 2014

*WELLWORTH DEPARTMENT STORE (Ayala malls)**Fairview, Quezon City*

- Maintain the order of stockrooms by receiving, unpacking and inspecting merchandise as it arrives.
- Tag items for inventory control using portable data transfer.

STOCK CLERK

Oct 22, 2009 – Mar 22, 2010

*SM HYPERMARKET**Eton Centris, Quezon Ave. Quezon City*

- Responsible for adequately stocking grocery store shelves.
- Responsible for new product displays.
- Maintain cleanliness and neatness of the stockroom.
- Check the inventory items and replace damaged and expired items.

MARKETING OFFICER

Sept 15, 2008 – Feb 15, 2009

*BELCION INTERNATIONAL HUMAN RESOURCES CORPORATION**Bloomington Bldg. Salcedo Street, Legaspi Village Makati City***ACCOUNTING CLERK**

Feb 12, 2008 – Jul 10, 2008

SUNRISE CAFÉ (Genesis Bus Service – Meal stops)

- Maintains accounting records by making copies; filing documents
- Reconciles bank statements by comparing statements with general ledger.
- Maintains accounting databases by entering data into the computer processing backups.

FOOD HANDLER

May 25, 2007 - Oct 25, 2007

*ANDOKS LITSON CORPORATION**Lagro Branch, Quezon City*

- Provide excellent customer services.
- Rotates product according to "First In, First Out" to maintain shelf life standards.
- Roasting Chicken and Pork Belly.

SKILLS:

- Livestock Farmer (Manage own Farm) with experience in slaughtering.
- Driving motorcycle, MPV and AUV (for delivery purposes)
- Cooking/Kitchen Management
- Computer Literate

EDUCATIONAL BACKGROUND:

2011- 2012 College:***HRS (Hotel Restaurant Services)****St. Clare College of Caloocan Almar, Caloocan City*
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