

# MA. ELIZABETH T. ESTRELLA

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## PROFESSIONAL SUMMARY

Merchandiser with 3 years of experience applying knowledge of supply chain to work effectively and productively within negotiated time frame. Pays close attention to detail, analyzing current trends to plan strategic promotions, offers and markdown to meet revenue goals. Strong background in inventory and delivery management.

## SKILLS

- Supplier Audit
- Team player
- Markdown Procedures
- Organized
- Shelf Stocking
- Flexible
- Shipping and receiving

## WORK HISTORY

September 2020 – CURRENT

PERROQUET BLEU CORPORATION

**Assistant Export Merchandiser**

- Transport finished products throughout warehouse manually or using equipment
- Check and weigh finished products
- Sort, tag (label) and pack finished products
- Prepare and complete orders for delivery or pickup
- Perform other laboring activities from time to time
- Clean machines and immediate work areas

June 2018 – February 2020

MARMO PIZZARA TRADING INC

**Procurement Assistant / QC Coordinator**

- Receive and check damage product items
- Validate and report any discrepancies
- Determine phasing out products
- Check and prepare of customs docs for shipment
- Monitor warehouse delivery
- Built and maintained professional relationships with clients and co-workers.

August 2017 – May 2018

SAMSUNG SDS PHILIPPINES

**Warehouse Staff**

- Schedule and coordinate the pull out of defective items
- Monitor and provide accurate reports
- Ensure proper handling and cautions of pull out units

November 2016 – May 2017

VINTEL LOGISTICS INC

**Network Assistant**

- Assist and inform Service Partner of incoming deliveries
- Monitor shipment delivery from time to time
- Follow up pending deliveries base on lead time
- Validate and compute service partner statement of account

September 2015 – February 2016

ONESIMUS INCORPORATED

**Logistics Assistant**

- Check and encode store request pull-out

- Check and scan markdown items (sale items) for delivery
- Check items merchandise vs. delivery report (DR)
- Fax and scan letter permit
- Filling documents for their respective store folder
- Worked with vendors to schedule daily pickups and weekly deliveries.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Generated, distributed and filed copies of all billing paperwork.

February 2015 – July 2015

888 HUMAN RESOURCES

**Warehouse Staff**

- Sort, tag (label), and pack finished products
- Count and check actual items vs. delivery receipt
- Extend working hours
- Checked packages and merchandise for damage and notified vendors.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.

**EDUCATION**

JUNE 2010

**Bachelor of Science:** Information Technology

**Southern Iloilo Polytechnic College, Iloilo City, Philippines**

**CERTIFICATION**

**Group Dynamics Training 2016**

**High Impact Presentation Skills**