

Adelina O. Pabico
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Career Summary

Detailed-oriented logistic officer with over 8 years of experience in sales and customer service. Efficient and effective in performing administrative work. Experience includes working as a Factory worker, Cashier, Customer Associate and Barista.

WORK EXPERIENCES

Logistic Management Officer-Philippines -National Police Commission Oct 2018- Present

- Assist in the conduct of inventory, data gathering, consultation, and research on the process of review and evaluation of the plans and/or programs on the logistical requirement.
- Review and evaluation of the request for approval.
- Prepare submit weekly and monthly report

Sales Admin Officer-Philippines

Euro Towers Intl Inc. – June 22,2015 – Sept 15, 2018

- Preparing daily weekly and monthly sales report
- Verification of Statement of Accounts
- System / Manual Allocation of Payments using system
- Assisting and Participating on the Sales activities

Factory Worker- Taiwan -Sigurd Micro Electronics Inc.- June 2014-April 2015

- Encode and Key In documents
- Operate machine
- Encode program to the machine
- Operates WIP and MSM System
- Sort, Pack, and Label package

Credit Officer -DMCI Homes Inc.-(Real Estate Developer)-November 2010 to March 2014

- Customer service associate
- Monitoring and Inventory of Sales Supplies

Cashier / Barista - Figaro Coffee Shop - **November 2005-March 2006**

- Provided prompt service while taking orders
- Serving food and handling total sales
- Built satisfied customer relationships
- Barista
- Operates Cash register
- Process inventory

SKILLS

- Proficient in using Microsoft especially Excel Spreadsheets and other popular Accounting software.
- Excellent in keeping records and submitting reports on time.
- Has a good attitude towards work, fast and willing learner with exceptional interpersonal skills
- Can work under pressure and with minimal supervision
- Able to operate multiple machines
- Excellent in inventory and stocking of products.

EDUCATION

Bachelor of Public Administration – Universidad de Manila 2006-2009(graduated)