



DANIKKA E. SAYSON

Inventory Management Specialist

Hardworking, passionate and with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Committed to ensuring exceptional customer service across diverse settings. Organized with strong time management and multi-tasking skills. Proven ability to work well with all types of professionals.

Contact

0936-967-5530

danikkaeborasayson@gmail.com

1518 Duhat St. Nagtahan, Sta Mesa, Manila

Education

Bachelor of Science in
Tourism Management

University of Batangas Lipa

2012-2016

Deans Lister 2014-2015

Deans Lister 2015-2016

Skills

- Cash Management
- Communication Skills
- Master NCE / UNM2000 / Nokia Altiplano / CRM / JIRA service desk / Zendesk
- SAP S4 HANA
- Strong professional communication skills with other technical support specialists and clients
- Enterprise Asset Management (EAM)
- Microsoft Office
- Critical thinking and problem-solving abilities
- Customer service

References

Lyka D. Hertz

OIC Operations Lead-Broadband Services
09452749277

Engr. Robert Toribio

Meralco Distribution Engineer
09175310619

Experience

INVENTORY MANAGEMENTSPECIALIST

FIBER INFRASTRUCTURE AND NETWORK SERVICES INC. 2022-PRESENT

- Providing back end support to our client by coordinating with our assigned partner contractors
- Serialized & Non- Serialized Materials Liquidation
- Daily extraction of serial history on SAP to identify the latest movement of unliquidated items
- Endorse materials report for Deduction / data for validation (Serialized and Non-Serialized Materials)
- SAP Variance and Non-Fifo Report

BACKEND SUPPORT SPECIALIST

FIBER INFRASTRUCTURE AND NETWORK SERVICES INC. 2021-2022

- Detail gathering of NAP port using different Webtools for Globe's Project Katana.
- Caters to outgoing calls with technician on site for auditing of NAPs.
- Knowledge in L2 troubleshooting.
- Knowledge in performing 2nd level handling of customer complaints from Consumer Business.
- Ensuring the complaint tickets are handled and closed based on feedback commitments of the support teams.

VENDOR CLERK

MIESCOR BUILDERS INC. 2019-2021

- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Promoted high level of support and service to others.
- Posted updated data and changes to system using excel and compiled reports on updates every day.
- Completed work assignment ahead of time

CASHIER

FIESTA HOME CENTER CORP. 2018-2019

- Processed POS transactions, including checks, cash and credit purchases or refunds.
- Reviewed and resolved differences between accounting information and cash drawer.
- Worked closely with the Supervisor to solve problems and handle customer concerns.
- Prepared and submitted end-of-shift reports using POS.
- Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
- Mentored new team member on POS system operation, customer service strategies and sales goals.