

Jeffrey Reyes

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Bulacan, Philippines

PROFESSIONAL SUMMARY

Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

EXPERIENCE

STORE CREW MEMBER, Bulacan, Philippines

Alfamart | November 2023-present

- Ensured compliance with all health department regulations regarding food preparation and storage processes.
- Conducted regular price checks to ensure accuracy of prices displayed on items throughout the store.
- Effectively multi-tasked between various tasks such as assisting customers on the floor while stocking shelves simultaneously.
- Utilized effective communication techniques when interacting with customers and coworkers.
- Developed strong organizational skills for stocking shelves, rotating products, and inventory management.

WAREHOUSE WORKER, Bulacan, Philippines

Divi Holding Inc. | January 2023 – October 2023

- Operated manual or electric powered lift truck and forklift safely to move, locate, relocate, stack, load, unload, pick and count merchandise.
- Monitored incoming and outgoing shipments for accuracy.
- Pulled and prepared product for shipment, verifying exact number and type of product before loading and shipping.
- Operated manual pallet jack to move products throughout warehouse.
- Completed physical inventories and cycle counts following correct procedures.

SCALE OPERATOR, Laguna, Philippines

Pozzolanic Philippines Inc. | October 2020 – January 2023

- Maintained records of daily weights, transactions, and other data.
- Utilized problem solving skills to troubleshoot any issues with the scales.
- Verified accuracy of information entered into computer systems related to scale operations.
- Loaded trucks in accordance with company regulations and customer needs.
- Operated scalehouse computers to obtain weight information about incoming shipments such as those from waste haulers.

Housekeeper, NCR, Philippines

Acquire Asia Pacific | January 2018 – January 2020

- Dust-mopped, vacuumed, and buffed floors to maintain a clean and safe environment.

- Wiped down windows and mirrors with glass cleaner.
- Emptied trash cans and carried full trash bags to dumpsters and outside garbage bins.
- Developed proficiency in operating various cleaning equipment, such as vacuums, mops, and carpet cleaners.
- Exhibited expertise in dusting surfaces, polishing furniture, changing linens, and laundering items.

EDUCATION

COMPUTER SCIENCE, Bulacan, Philippines
Asian Institute of Computer Studies | April 2014

Skills

- Customer service excellence
- Inventory management
- Computer literacy
- Problem-solving abilities
- Records Management
- Time management