



RAPHAEL MEL O. CORDERO

Sales Representative/Warehouse Personnel/Liaison and Technical Technician/
Electromechanics/ Outlook/Microsoft Office

WORK EXPERIENCE(s)

OBJECTIVE

An experienced individual with 5+ years of experience in customer service, inventory, supply chain, systems and operations seek a role as Sales Representative/Technician in any Industry.

Proven ability to handle simultaneous projects with minimal supervision and bring a committed focus on goals to meet the company's demand.

CONTACT

PHONE:

+971 56 243 2826

EMAIL ADDRESS

corderoraprap25@gmail.com

ADDRESS

Al Qusais 1, Dubai UAE

VISA STATUS

Employment Visa

EDUCATION

Tertiary Level:

**Bachelor of Industrial Technology Major in
Electromechanics**

**Batangas State University
Alangilan, Batangas City**

June 2013 – May 2018

SKILLS

Good communication

Leadership

Time Management

Initiative

Problem-solving

Organization

Decision making

Collaboration

Adaptability

Computer Skills

RETAIL SALES EXECUTIVE

700 PADEL AND FITNESS HUB

UMM SUQEIM ST. AL BARSHA 2 - DUBAI

MARCH 2023 - PRESENT

Job Description:

- Assists the walk-in customer's order completion.
- Build strong relationship with the customer and cross-sell/up-sell the full range of the products.
- Responsible for overseeing the delivery of products and services to our customers.
- Examine sales reports to interpret what products will sell the best and what inventory is required.
- Responsible for the delivery and arrival of the products in and out of the shop
- Perform routine quality control checks on all finished products and ensure they adhere to the highest- quality standards.
- Ensures all the transaction are accurately recorded with relation to the petty cash in the shop and coordinates with the accounts team assure balance in the expenses and income.
- Handles inventory of stocks inside the facility
- Incharge with re-stocking of items needed in the shop
- Contacts suppliers and keeps record of sales

COMMERCIAL SALES REPRESENTATIVE/MARKETING

FLAIR CAKE BOUTIQUE

OCTOBER 2023 – JANUARY 2023

UNION SQUARE BUILDING DEIRA - DUBAI

Job Description:

- Assists the customer order completion via all media platforms. (Instagram / Facebook / WhatsApp / Phone and Email
- Build strong relationship with the customer and cross-sell/up-sell the full range of the products.
- Ensure all orders in our system are double checked
- Responsible for the delivery and arrival of the products in and out of the shop
- Perform routine quality control checks on all finished products and ensure they adhere to the highest- quality standards.
- Make sures that all deliveries are organized and placed 24 hours before the delivery date, and coordinate with the delivery driver 1 hour before the items due to be delivered to the customer.
- Ensures all the transaction are accurately recorded with relation to the petty cash in the shop and coordinates with the accounts team assure balance in the expenses.
- Handles inventory of stocks inside the shop
- In charge with re-stocking of items needed in the shop
- Contacts suppliers and keeps record of sale

SENIOR MAINTENANCE TECHNICIAN
SAMSUNG ELECTROMECHANICS PHILIPPINES
JUNE 2018 – AUGUST 2022
CALAMBA LAGUNA, PHILIPPINES

- Provide assistance to assemble, test and maintain company equipment
- Checks and records inventory of items
- Reports any discrepancies
- Operate and maintain warehouse equipment
- Analyze root causes of equipment failures and propose corrective actions.
- Perform regular inspections to identify and correct equipment malfunctions, repairs and replacements.
- Keep the cleanliness and orderliness of the warehouse
- Read and understand technical manuals for equipment operations and maintenances.
- Adhere to company policies and safety regulations.
- Develop preventive maintenance procedures to avoid equipment failures.
- Provide aid and job trainings to workers when needed.
- Propose improvements to enhance equipment performance and reliability.
- Responsible for system errors of the machine and computers in the production
Upgrading and downgrading the system of the machine and desktop CPU
- Identifying the problems in the system and its root cause in order to prevent it from happening again
- Communicate and leading my colleagues in order to complete a job

TRAININGS AND SEMINARS

Basic Occupational Safety and Health Training
SALUS Training Consultancy
Gulod, Batangas City
March 5 - April 9, 2017

On-the-Job Training II (500 hours)
Great Swiss Metal Builders (Roofing Company)
Diversion Road, Bolbok Batangas City

On-the-Job Training I (380 hours)
Seimens Power Operations Inc (Oil and Gas Company)
Sta Rita. Karsada Batangas City

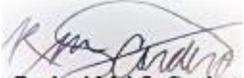
PERSONAL DATA

Nickname: Rap
Gender: Male
Nationality: Filipino
Civil Status: Single
Height: 5'8''
Weight: 73 kgs.

REFERENCE

Upon Request

I hereby accept that the above information is true through my knowledge and belief.


Raphael Mel O. Cordero
Applicant

