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SKILLS SUMMARY

- Stock clerk with 10 years' experience in warehouse and online shopping.
 - Customer service oriented with friendly, outgoing personality.
 - Experienced managing shipping, receiving and inventory operations.
 - Good order picking skills.
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PROFESSIONAL EXPERIENCE

Stock Clerk

10th July 2018 to Till Date

Robostores L.L.C., Dubai, UAE

1. Responsible in picking, once done picking hand over to my team.
2. Creating ASN and put away the items in Robostores.
3. Responsible in making sure that all orders pushed for picking will be picked at the same time.
4. Hand over immediately to my team with order no. label attached/indicated.
5. Fulfilling the RFID of the order and QC.
6. Receiving picked order/items from picking team. Fulfil RFID to BMR java must be updated accordingly.
7. Always check the picking counter no pushed order will be pending.
8. Fulfilling and QC of items for orders located in SHOP/MWH and other location.
9. Fulfil in BMR java and BMR Admin Pro for MBM orders.
10. Once done with QC and fulfilment of RFID I will note always attach the order number.

Warehouse Executive

22nd March 2017 to 1st May 2018

First Select Employment Services, Dubai, UAE

1. Responsible of doing the transfer and handling to warehouse team.
2. Responsible for update to clients regarding stocks status upon request, notify the picking team when there are items negative in the stocks.
3. Fixing the negative inventory.
4. Loading and unloading delivery vehicles
5. Counting and confirming inventory.
6. Marking and labelling stock.
7. Inspecting inventory for damage and fault
8. Loading and wrapping stock pallets.
9. Qc the item before give to packer
10. Creating barcode.

Encoder/Dispatcher/Checker

19th January 2013 to 31st January 2017

Metanoia Manpower Services, Philippines

1. Sorting the order in system.
2. Printing the packing list.
3. Creating delivery order for trucker.
4. Picking the order.
5. Dispatching
6. Checking before ship

7. Checking order in system.
8. Loading and unloading delivery vehicles
9. Qc the item before give to packer
10. Ensuring cleanliness, tidiness and safety of work environment

EDUCATIONAL QUALIFICATIONS

- Completed Bachelor of Science in Business Administration Major in Operations Management from University of the Assumption, Philippines (June 2007 to April 2011)
- Completed High School from Pampanga High School, Philippines (June 2002 to March 2006)

COMPUTER SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint)
- Proficient in Email (Gmail, Outlook)

REFERENCES

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