

JOREY BONGALA

Unit 213 Bldg. 11 Foundation Of St. Joseph The Worker
Rosario, Pasig, Metro Manila, Philippines 1609

+63919 090 1900
joreybongala@gmail.com

Summary

Experienced inventory professional adept at managing documentation, processing, and storage. Skilled in team leadership, problem-solving, and maintaining optimal inventory levels. Highly motivated, adaptable, multi-tasker, enjoys working in a fast-paced environment and able to master new skills quickly.

Skills and Qualifications

- **Computer Skills:** Microsoft Office, SAP Inventory Management
- Adaptability
- Analytical skills & Critical Thinking
- Leadership
- Resilience
- Skilled in Safe Food Handling
- Work Ethic
- Teamwork
- Problem Solving
- Physically Demanding Work Conditions
- Handling Heavy Loads
- Experience in Fast-Paced Environments

Experience

- Material Inventory Controller** 10/2016 — Current
Atlanta Industries Inc. Pasig City
- Developed, implemented, and maintained inventory control systems for accurate record-keeping
 - Analyzed processes to improve inventory management efficiency's.
 - Conducted regular cycle counts to maintain inventory accuracy.
 - Ensured timely stock replenishment to maintain high product availability.
 - Collaborated with departments to optimize production schedules and supply chain activities.
 - Investigated and corrected discrepancies between physical counts and computer records.
 - Forecasted supply and demand to ensure stock availability.
- Customer Service** 12/2014 — 04/2015
Globe Telecom (Seagle -Telecom) Cainta
- Delivered top-tier customer service for telecom needs, resolving issues promptly and escalating complex cases. Provided technical support and maintained accurate records
- Bartender /Food and Beverage Attendant** 03/2014 — 12/2014
Sumosam Foods Inc. (AKIRA) Makati City
- Greeted, served, and ensured customer satisfaction. Maintained cleanliness and stocked supplies. Responded to complaints professionally.
 - Prepared cocktails and other beverages according to standardized recipes and customer preferences.
- Bartender /Food and Beverage Attendant** 01/2013 — 02/2014
Super Sumosam Foods Inc. (SUMOSAM) Makati City
- Ensured proper sanitation of bar area, glassware, utensils, and equipment.
 - Maintained inventory of liquor, beer, wine, and other beverage items.
- Restaurant Waiter** 12/2010 — 05/2011
Max's Kitchen Inc. - Trinoma Quezon City
- Greeted customers, provided menus and answered questions about menu items.
 - Assisted guests with making food and beverage selections.
 - Took accurate food and drink orders, using a POS ordering software system.
- Sales Utility Clerk** 09/2008 — 02/2009
Market Strategic Firm - SM Dept. Store Quezon City
- Assisted customers with product selection and answered inquiries related to sales items.
 - Stocked shelves with merchandise in accordance with store standards.

Education

Computer System And Networking Technology: AMA COMPUTER LEARNING CENTER 05/2010
Iriga City, Camarines Sur