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OBJECTIVE

To obtain a position where I can have an opportunity to utilize and further enhance my expertise, versatility, personality, and educational foundation for my contribution to the growth and progress of people that I will be working with.

SUMARRY OF EXPERIENCE

- Ability to help the company with purchasing decision & process.
- Capable in providing effective sales techniques.
- Capable of providing assistance to customers/clients
- Ability to effectively communicate & negotiate with suppliers/clients for better quality assurance.
- Ability to manage inventory and maintain database & implement daily production and shipping plan.
- Ability to work in SAP (System Analysis Program Development)

CAREER HISTORY

- Current Employer** : **Geekay Group**
Production : Retail
Position : Assistant Buyer
Period of service : February 2025 to the current Date
- Employer** : **Virgin Megastore Saudi Arabia**
Production : Retail
Position : Junior Buyer / Senior Sales Supervisor / Sales Clerk / Warehouse Stock Controller
Period of service : May 2015 to the current Date
- Employer** : **DIY –Do it yourself**
Production : Hardware Retail
Position : Sales Utility Clerk/Stock Controller
Period of Service : February 2012 – July 2012
- Employer** : **V.V.Soliven Realty Corp.**
Production : Real Estate Sales
Position : Supervisor
Period of Service : September 2011 – January 2012

PERSONAL PROFILE

Ambitious and energetic, composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills.

Age & Date of Birth : 22 November 1986
Religion : Catholic

ACEDEMIC & PROFESSIONAL QUALIFICATIONS

- Education : **Tarlac Christian College (2006-2008)** Business Information System
: **AMA Computer Learning Center** (Software Development)
- Computer Knowledge : **MS Office (Word, Power Point, Excel) internet, etc.**

PERSONAL STRENGTHS

Friendly and easy going with people, keen observer, fast learner & A good listener.

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