

ARGIE C. LLANOS, BSIT

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CAREER OBJECTIVE

To be a part of a dynamic company that allows me to develop professionally and challenge my capabilities to make a positive and meaningful contribution to the organization.

KEY SKILLS

Communication
Office Administration
Sales and Marketing
Interpersonal Skills
Caregiver TESDA Certificate

Microsoft Office Proficient
Client Relation and Customer Service
Organize and Meets Deadline
Strategic and Business Management

WORK EXPERIENCE

March 2021 to November 2023

Warehouse Stocks Controller / Coordinator

Samra Jewellery DMCC – Jumeirah Lakes Towers

Warehousing and Stock Handling

- Ensures implementation of warehousing standards and policies; systems and procedures and stock handling standards.
- Compliance with security procedures, health and safety; maintaining the warehouse tidy and clearing away debris.

Shipments, Deliveries and Withdrawals

- Allocating storage space, relocating and re-stacking goods to make space for new deliveries.
- Ensures that all stock withdrawals, receipts from and to warehouse are properly documented.

Inventory Management

- Conducts daily and monthly physical inventory report in the warehouse and all outlet locations.
- Ensure daily recording of all warehouse transactions and other stock movements in the system
- Ensures all inventory variances are accounted and explained with complete supporting documents.

Bad Order (BO) and Product Returns

- Ensures proper storage and documentation of all BO and damaged products in the warehouse.
- Ensure proper disposal of BO and damaged products in the warehouse once approved for clearance.

February 2020 to January 2021 – (Home Base Job)

Assessment Questionary /Customer Service

FastTech Dubai LLC – DIP 1

- Analysis of UK Mortgage Statements and ensure statements are balanced in the final report.
- Back Office Data Entry – ensure steps on uploading files in the system are monitored and followed.
- Liaise with AQ Quality Assurance Team in the UK. □ Work was suspended due to the Covid Situation.

November 2017 to January 2020
Tagging Data Processor/ Purchasing – Gold Department
Damas Jewellery DMCC – Jumeirah Lakes Towers

- Responsible in receiving jewelry products from a local and international supplier.
- Prepares the testing document for Quality Control and gold purity checking requests.
- Receives Sales Order from UAE shops and sales orders within the GCC based on sales requirements.
- Prints sales tag and barcode of jewelry details and reprinting of labels for seasonal promotions and vault sales.
- Ensures proper storage of goods and make sure all stocks withdrawals, receipts from and to are properly documented.
- Performs daily, weekly and monthly count and ensures all inventory variances are accounted for.

March 2014 to August 2017
Warehouse Assistant – Luxury Items
H2 Fashion LLC – Umm Ramool, Airport Road

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With Office, Call Center Agent, Admin and IT Working Experience in
Home Country from 2012 to 2014

HIGHEST EDUCATION			
University of Cebu Bachelor of Science in Information Techn Cebu City, Philippines October 2007 to May 2011		University of Cebu Associate in Computer Technology Cebu City, Philippines October 2005 to October 2007	
PERSONAL INFORMATION			
Date of Birth:	31 October 187	Nationality:	Filipino (Philippines)
Civil Status:	Married	Language:	English, Tagalog, Cebuano