

MARK ANTHONY V. AGARAO

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A position as a **DATA ENTRY SPECIALIST**, I utilize the following qualifications: Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data. Transcribes source data into the required electronic format. Transfers information from paper formats into ERP computer files using keyboards, data recorders, or optical scanners.

WORKING EXPERIENCED

DATA ENTRY OPERATOR SPECIALIST – ABDULLAH AL OTHAIM MARKETS CO.

May 13, 2017 – November 28, 2023

Muhammad Ibn Ismail As Sanaanni, Alkhaleej Riyadh, Saudi Arabia

- My Duties & Responsibilities are; Morning Updates System On-Hand to Excel; Ordering of Fresh Goods
- Section (Fruits & Vegetables, Meat & Dairy) entering in JDA system;
- Responsible for accurate receiving process to entered in the JDA system of all the deliveries;
- Responsible for documentation of the daily transaction here in Market Warehouse like making Transfer -In & Out of the Items, Making Return Items to Vendor and making Damage Item back to Warehouse.
- Responsible also for any Technical Issue like in Weighing Scale, Printer & Computer (POS).
- Observed if there's a new update in system and update it on time after the IT HO send to us from email. Answered and Follow-up email if necessarily.
- Managing inventory by stocking and cataloging products for a business
- Performing quality checks on stored inventory and discarding inventory that does not meet the company's standards
- Updating inventory count and maintaining inventory records to share with management and other stakeholders in the business
- Reporting discrepancies in inventory that indicate theft, such as too little inventory at last count
- Generating Non-Moving and Fast Moving reports to monitor the availability of the stocks.

LOGISTIC RECEIVING OFFICER – ALPHALAND AVIATION INC.

November 13, 2015 – May 05, 2017

CAAP Hangar Andrews Ave. Pasay City Metro Manila Philippines

- Observed Cleanliness of the working area; Responsible for accurate receiving process encode it through SAP system; Proper cargo loading baggage of the guest & perishable goods needed for the Island Resort that we received here at the hangar, Obeying Policy Rules & Regulations by International Air Transport
- Association, International Civil Aviation Organization, & Dangerous Goods. Obeying also Company Policies
- Rules & Regulations. Update reports/records for the daily transactions & send it to the Head President by the department
- Managing inventory by stocking and cataloging products for a business
- Performing quality checks on stored inventory and discarding inventory that does not meet the company's standards
- Updating inventory count and maintaining inventory records to share with management and other stakeholders in the business
- Reporting discrepancies in inventory that indicate theft, such as too little inventory at last count.

HEAD MERCHANDISER/INVENTORY CLERK/RDU CHECKER/CASHIER – EVER GOTESCO GROUP

July 17, 2013 – November 10, 2015

Ever Supermarket Plus Store – Bangkal, Makati City

- Observed Cleanliness of the Store. Receiving deliveries encode it through SAP system accurately.
- Doing reports like Cycle Count or Weekly Inventory, Promotional Marketing Activity, Nearly Expiry Report & Monthly Deduction Module.
- Ensuring that the change is accurate & in the end of the day the actual fund vs POS sales is accurate, being cashier accountability.
- Managing inventory by stocking and cataloging products for a business
- Performing quality checks on stored inventory and discarding inventory that does not meet the company's standards
- Updating inventory count and maintaining inventory records to share with management and other stakeholders in the business

STORE CREW – GOLDBLOCKS BAKESHOP INC.

July 17, 2012 - Jan. 10, 2013

SM Hypermart-Monument, Caloocan City

- Observed cleanliness; Greet the customers with smile; Receiving deliveries.
- Replenishing our products from time-to-time FIFO basis
- Doing daily manual inventory and entered it in a data record file; and I can write also on cake being decorator also booking for the motif cakes that customers want being reservation clerk. Preparing food order at the back house; Serve the food order to Customer Table.
- Pre-Bus Tables after the customer dine-in; Cashiering and get the order of the customers; Follow the cleaning protocol; Obey Company policies.

SUPPLY CHAIN STAFF - CDO FOODSPHERE INCORPORATED

Nov. 28, 2011 May 16, 2012

Paseo de blas, Valenzuela City

- Maintained Cleanliness of the working Area.
- Properly received the delivery items as per SOP.
- Strictly implementing FIFO basis.
- Issuing materials that needs in production. Preferably request by Engineering Department.
- Creating a transfer-in and transfer-out of documents going other Manufacturing Plant.
- Observe warehousing, and distribution operations.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Keeps inventory database up-to-date by inputting receipts and usage.
- Encoding all the issued stock & monitor it using SAP system.
- Properly filing and documenting of all the paper (Soft and Hard Copy). For the future reference.

EDUCATION

- **2 years Associate Computer Technology Graduate**
2007 - 2009
Asian Institute of Computer Studies – Caloocan Branch

CERTIFICATION

- **CREW RESOURCE MANAGEMENT TRAINING**
Alphaland Aviation Inc. VIP Lounge, CAAP/Alphaland Hangar, Andrews Ave., Pasay City - October 05-07, 2016
Engr. Heminigildo M. Nadlang Jr.
- **SAFETY MANAGEMENT SYSTEM TRAINING**
Alphaland Aviation Inc. VIP Lounge, CAAP/Alphaland Hangar, Andrews Ave., Pasay City - October 01, 2016 - Ms. Girlie Palacay
- **AVIATION SECURITY TRAINING**
Alphaland Aviation Inc. VIP Lounge, CAAP/Alphaland Hangar, Andrews Ave., Pasay City - August 04-05, 2016 - Engr. Heminigildo M. Nadlang Jr.
- **FIRE SAFETY TRAINING**
Alphaland Aviation Inc. VIP Lounge, CAAP/Alphaland Hangar, Andrews Ave., Pasay City - August 03, 2016 - Supt. Douglas M. Guiyab
- **DANGEROUS GOODS TRAINING**
Alphaland Aviation Inc. VIP Lounge, CAAP/Alphaland Hangar, Andrews Ave., Pasay City - August 01-02, 2016 - Engr. Heminigildo M. Nadlang Jr.
- **GENERATOR BASIC OPERATION, MAINTENANCE & TROUBLESHOOTING.**
P-2 Executive Lounge Ever Gotesco Center, Recto Mla. - October 02, 2014
Mr. Julius Michael Basangan – VP Service, Product Development & Research
- **MANAGING & LEADING RETAIL STORE OPERATIONS SEMINAR**
EVER GOTESCO Corp. Center, - Recto Manila - July 10, 2013
- **GOOD WAREHOUSING PRACTICE SEMINAR**
EVER GOTESCO Corp. Center, - Recto Manila - Feb. 15, 2014

PERSONAL DATA

Age: 32 Years Old
Gender: Male
Date of Birth: May 02, 1991
Nationality: Filipino
Civil Status: Single
Religion: Christian

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



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