

# 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.

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## 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

### **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.

**SALES UTILITY CLERK – SM APPLIANCES**

March 22 May 15, 2010

Cubao, Quezon City

- Always observed cleanliness in our area; Greet the customers with smile; Assisting customer of what they need to meet their satisfaction.
- Arranging the items in attractive way & always greet and says thank you to the customer before & after shopping or visited.

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**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
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## PERSONAL DATA

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

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



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