

MARK FRANCIS DAVID

- 📍 Al Rigga, Dubai UAE
- ☎ 056 591 2837
- ✉ markodavid1997@gmail.com



OBJECTIVE

Dedicated professional committed to achieving excellence, combining a strong work ethic with adaptability and a passion for continuous learning. Seeking a challenging career where I can utilize my academic, technical, analytical knowledge, diverse skill set, problem-solving abilities and contribute to the success of the team and organization. Open to new challenges and opportunities that allow for personal and professional growth while making a meaningful impact with hard work and dedication.

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Don Honorio Ventura Technological State University
Cabambangan Bacolor, Pampanga
2014 – 2018

PROFESSIONAL EXPERIENCES

RECEIVING SUPERVISOR ROBINSONS EASY MART

Pampanga, Philippines
April 2022 – February 2024

- Supervise Receiving Operations.
- Coordinate and prioritize tasks to meet daily receiving goals and deadlines.
- Inspect incoming shipments for accuracy, quality, and compliance with established standards.
- Identify and report any discrepancies, damages, or shortages to relevant departments.
- Oversee the proper storage and organization of received merchandise within the warehouse or storage facility.
- Maintain accurate inventory records and ensure proper documentation of received items.
- Work closely with other departments, such as purchasing, logistics, and quality control, to ensure seamless coordination in the supply chain process.
- Communicate effectively with suppliers to resolve issues related to shipments and deliveries.
- Enforce safety protocols and guidelines within the receiving department to maintain a secure working environment.
- Encoding Invoices through JDA MMS (Merchandise Management System).

MASTER DATA SYSTEM ADMIN ORDER PROCESSING INVENTORY MANAGEMENT

Pampanga, Philippines
December 2020 – February 2022

- Oversee the creation, maintenance, and accuracy of master data records in the organization's databases.
- Serve as the primary administrator for master data management systems and related tools.
- Configure and customize system settings to meet organizational needs and optimize data processes.
- Collaborate with ITs and other departments to design and implement data integration processes.
- Ensure seamless flow of data between different systems, maintaining data integrity throughout.
- Create and maintain documentation for master data processes, procedures, and system configurations.

OTHER RESPONSIBILITIES

- Remoting VM via VNC & RDP
- Monitoring Server
- Controller Admin
- IT Helpdesk
- Troubleshooting Hardware & Software issue
- Monitoring Signal
- Installing VM Server
- Installing Software
- Installing Access Point (Mesh)
- Installing Network
- Installing Server Unit
- Network Controller
- Creating Item Barcode
- Printing PO
- Reporting Prize Change
- Encoding Delivery Item
- Generating reports
- Printing Inventory of the Supplier

**WAREHOUSE ASSISTANT
RDF FEED LIVESTOCK & FOOD INC.**

Pampanga, Philippines
September 2018 – February 2020

- Receive incoming shipments and verify the accuracy of received items against packing lists.
- Inspect and report any damages, discrepancies, or shortages to the Warehouse Supervisor.
- Assist in maintaining accurate inventory records through regular cycle counts and stock checks.
- Organize and label inventory items for easy identification and retrieval.
- Fulfill customer orders by accurately picking items from designated locations.
- Pack and prepare orders for shipment, ensuring items are securely packaged.
- Safely and efficiently load and unload trucks, ensuring proper handling of goods.
- Utilize material handling equipment, such as pallet jacks or forklifts, as needed.
- Keep the warehouse clean and organized, ensuring a safe and efficient working environment.
- Arrange and store items in designated locations, optimizing space utilization.
- Maintain accurate records of received and shipped goods, updating electronic or manual systems.
- Perform regular quality checks on stored and received items to ensure they meet established standards.

**IT SUPPORT – ON JOB TRAINING
DEPARTMENT OF EDUCATION**

Pampanga, Philippines
November 2017 – March 2018

- Provide timely and effective support to end-users experiencing technical issues or difficulties.
- Troubleshoot hardware, software, and network problems and determine appropriate solutions.
- Install, configure, and maintain computer hardware, software, and peripherals.
- Perform routine system updates and upgrades to ensure optimal performance.
- Create and update documentation for IT procedures, troubleshooting steps, and user guides.
- Assist in developing knowledge base articles to facilitate efficient issue resolution.
- Utilize remote support tools to assist users in resolving issues, particularly for off-site or remote employees.
- Provide clear and concise instructions for users to perform self-resolution when possible.
- Conduct training sessions for end-users on IT systems, applications, and best practices.
- Promote awareness of security protocols and assist in educating users on potential risks.
- Log and track support incidents, ensuring timely resolution and escalation if necessary.
- Communicate effectively with users to provide status updates on ongoing issues.
- Assist in diagnosing and resolving network connectivity issues.
- Work closely with other IT team members to share knowledge and coordinate efforts.

PROFESSIONAL TRAININGS AND SEMINARS ATTENDED

ActionScript 2.0 for Beginners in Flash 2D Animation

Don Honorio Ventura Technological State University – University Hostel
Bacolor, Pampanga
February 2015

Basic Application Development using Unity 3D for Beginners

Don Honorio Ventura Technological State University – University Hostel
Bacolor, Pampanga
March 2016

Data Transmission through VPN Channels

Don Honorio Ventura Technological State University – University Hostel
Bacolor, Pampanga
September 2017

PERSONAL INFORMATION

Nationality : Philippines - Filipino
Civil Status : Single
Date of Birth : November 18, 1997
Age : 26
Gender : Male
Visa Status : Visit Visa

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

Applicant