



REY ANTHONY LUKBAN

I am dedicated, organized and self-motivated individual. I have good interpersonal skills, an excellent team worker, keen and I am inclined to learn and develop new skills. I am a flexible person seeking employment which will allow development, growth and make use of my existing skills.



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Discovery Gardens, Dubai,
United Arab Emirates

SKILLS

Communication Skills

Customer Service

Sales

Building Rapport

Attention to Detail

Adaptability

LANGUAGES

English

Full Professional Proficiency

INTERESTS

Travel / Hiking

WORK EXPERIENCE

Quality Container Corporation- Purchasing Assistant Quezon City, Philippines

11/2019 - 10/2024

- Monitor of stock level and identify purchasing needs
- Researched potential suppliers
- Track order and insure timely delivery
- Evaluate offers from vendors and negotiate better prices
- Maintain updated record of invoices and contracts
- Follow up suppliers as needed to confirm or change of orders

Buildbasic Realty Corporation- Human Resource Staff Quezon City, Philippines

11/2016 - 07/2019

- Establishing a recruiting, testing, and interviewing of applicants
- Posting of job vacancy thru internet, newspaper and Universities
- Processing of Payroll
- Updating and maintaining of current files of employees
- Handle of petty cash, reimbursements and liquidation of expenses
- Purchase of Construction Materials

Hotel Sogo- Property Custodian Pasay City, Philippines

10/2013 - 10/2016

- Purchase of materials that is starting to consumed
- Received, store, and issues materials or Supplies
- Prepared folded linens and sorting of torn linens or dirt linens
- Processes of monthly inventory of Stocks
- Issuing of cleaning materials
- Keep all document and delivery receipt

Jollibee Food Corporation- Service Crew / Production Crew Makati City, Philippines

06/2010 - 11/2012

- Assign in cashiering, product selling and suggest selling
- Updating all products available in warmer and raw stocks
- Accepting all concern and needs of customers
- Receiving and inventory of raw materials
- Assign in production area like fryer, pantry , grill and detc.

EDUCATION

Bachelor of Science in Marketing University of Makati- Makati City

06/2009 - 04/2013

Philippines