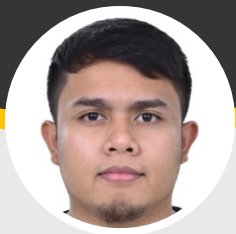


DANILO JR QUIAMBAO



Personal

- Address**
Al satwa
Dubai
- Phone number**
0553228514
- Email**
dandanquiambao143@gmail.com
- Date of birth**
25-07-1995
- Place of birth**
Philippines
- Gender**
Male
- Nationality**
Philippines
- Marital status**
Married

Languages

English ● ● ● ● ●

To be able to perform good quality service wherein I can effectively optimize my Marketing skills that I acquired through my formal schooling, practical training and job experiences in accomplishing the company's objectives.

Skills

- Marketing and Brand Management** ● ● ● ● ●
- Communicate with Customer Effectively** ● ● ● ● ●
- Microsoft excel** ● ● ● ● ●
- Microsoft word** ● ● ● ● ●
- Advertising** ● ● ● ● ●
- Financing and Technical Analysis** ● ● ● ● ●
- Analytical and Organizational Analysis** ● ● ● ● ●
- Problem solving and Adaptability** ● ● ● ● ●
- Proactive** ● ● ● ● ●

Education and Qualifications

Bachelor of Science in Business Administration Jun 2012 - Mar 2016
University of Pangasinan Phinma, Dagupan City

The **Bachelor of Science in Business Administration, major in Marketing Management** program produces well-rounded, globally competitive graduates equipped with the knowledge to cover specific areas in marketing, such as marketing research, distribution management, product management, brand management, personal selling, pricing management, and Internet management in order to meet the needs of the changing environment in the business world.

Work experience

Merchandiser Mar 2023 - Mar 2024
West Zone Fresh Supermarket LLC, Dubai

- Receiving of New Items from supplier.
- Monitoring of Inbounds and Outbound from store.
- Assisting of customer's needs.
- Managing transactions with customers using Cash Register machine or POS.
- Scanning goods and ensuring price is accurate and same on the display price.
- Collecting payment whether cash or card payment.
- Issuing receipt, refunds and change.
- Track transactions on Inventory Reports and any discrepancy on cash counter.
- Receiving phone calls for delivery.
- Preparing Orders of customers for delivery.
- Checking and monitoring of product expiration.
- Preparing orders of goods to suppliers.
- Daily Updating of the price list of goods.
- Responsible for performing all job duties and responsibilities safely, accurately and with honesty and integrity.
- Assists customers in locating merchandise and engages in suggestive selling.

Butcher May 2019 - Dec 2022
New West Zone Supermarket & Department store LLC, Dubai

- Preparing different cuts of meat and fish.

- Clean and maintain tools and equipment and ensuring displays and signage are accurate and attractive.
- Weigh, package, pricing, and displaying products.
- Daily monitoring of temperature in chiller and frozen section.
- Perform quality assurance, inspections on meats and other products.
- Negotiate and confirm orders with suppliers.
- Adhere to sanitation and food safety controls.
- Greeting customers and providing advice, suggesting meat selection, preparation tips, answering questions, and accepting orders.
- Coordinate deliveries and order pickups.
- Ability to use tools, like meat grinder and bone saw machinery.
- Able to stand or walk for extending periods,
- Prepared to lift heavy items.
- Additional training is often required.
- Knowledgeable of meat preparation techniques and different types of cut.
- Strong communication, task management, and customer service skills.
- Fulfilling custom orders for specific meat selections.
- Maintaining an appealing and professional workspace.
- Keeping records and accurately tracking inventory, budget and sales using the store's software.
- Following all applicable food safety protocols.

Customer Fulfillment Associate

Jun 2017 - May 2019

Eastwest Banking Corporation, Dagupan City

- Checking and Validating the completion of Booked Accounts of the bank clients for car/auto loan application.
- Updating, maintaining and Monitoring of Information of bank clients into Log Sheets Report for completion of collaterals and released unit accounts.
- Scanning of all the documents in Credit folders making sure to upload in Bank website for long term Tracking of soft copy files.
- Preparing and filling of collaterals such as Promissory Notes of Chattel Mortgage, Bank cheques and Official Receipt of Car unit inside an envelopes for safe keeping.
- Preparing collateral documents to be transfer for safe keeping in to the Bank warehouse.
- Preparing Registration of the Promissory notes of Chattel Mortgage to the Legal Registration of deed official and encumbrance of Official Receipt of the car unit under the banks name.
- Checking of clients bank cheques; making sure all details are filled and countersigned.
- Ensuring all clients bank post dated cheques are maintained and monitored for depositing in the exact date of payment.
- Checking of Collaterals for Amendment Making sure that all documents are complete and following the banks clauses.
- Preparing for the releases of payments; assisting and cooperating with clients for the completion of bank cheques payment and documents for smooth releasing of lease collaterals.
- Coordinating with Bank Sales Unit and Bank Operations Group to Help Clients fulfill their transactions.

Admin Associate

Apr 2016 - Jun 2017

Staff Specialist & Compuservices, Dagupan City

- Assisting Loan Processor to do initial screening of documents in folders ensuring complete details that match the Banks policy
- Encoding accounts for booking in Banks Confirmation of Acceptance website.
- Preparing Loan Release Sheets for the booking of clients account record to the bank site.
- Encoding of Pre-Booking incomplete documents into Banks Log Reports.
- Transferring of Clients Credit folders to bank warehouse for safekeeping.
- Checking of Official Receipts of Car unit details receives from Sales Department making sure all details are correct and complete.
- Scanning of collateral documents to be uploaded in banks website for long term purposes.
- Transferring of Officials Receipt of Car Unit and Promissory Notes to Banks warehouse for safekeeping.
- Encodes Post Dated Cheques in excel for better monitoring of post dates to be deposited.
- Receives documents/pouches from courier/dealer/messenger (insurance co.)
- Entertains walk-in clients/queries.

