



DEAN CASTILLEJOS

ASPIN RESIDENTIAL TOWER DUBAI
deangabdaneli@gmail.com
+971542971789

OBJECTIVE

Must be professional to job where I can utilize my field work experience and share my knowledge at the same time, cultivate my humble interest to expand my understanding of discipline to the field. I have chosen to enable me to enhance intellectually, morally, and emotionally in new working environment.

SKILLS & ABILITIES

Hand/Eye coordination and Reporting skills
Responsible for customer service, merchandising, maintaining and ordering stock end of the day balancing of registers and operation of equipment. Customer Service, Discipline Constant Improvement, Respect for each other and Honesty.

EDUCATION

AMA COMPUTER UNIVERSITY
BS IN COMPUTER SCIENCE - PHILIPPINES
JUNE 1997 – MAY 2003

EXPERIENCE

GMG CONSUMER LLC - GEANT EXPRESS

ADMIN / RECEIVING ASSOCIATES - DUBAI

MAR 2023 – PRESENT

Responsible for executing moderately complex administrative functions with minimal oversight providing timely, approving expenditure and issuing payments to vendors and suppliers.

ARIADNE and GABDANELI SHOP SALES ASSOCIATES - PHILIPPINES

JAN 2021 - DEC 2022

. Maintains inventory records by adding or deleting items as they are issued or received, verifies, updates and reconciles inventory information.

SHOECAT INC (NATASHA) QUALITY ASSURANCE LOGISTICS DISPATCHING / RECEIVING -PHILIPPINES

JULY 2006 – DEC 2020

Quality Assurance Staff / Logistics / Receiving assistant provide administrative support to the logistics, shipping or transportation departments of a company.

Admin staff provides office support to carries out administrative duties such as filing, typing, copying, binding and scanning. Duties may include fielding telephone calls, receiving and directing visitors.

ALL AROUND MERCHANDISING AGENCY CUSTOMER SERVICE ASSISTANT / CASHIER- PHILIPPINES

MAR 2005 – MAR 2006

Customer Service Assistant will be responsible for customer service, merchandising, maintaining and ordering stock, assist opening and closing the shop, end of the day balancing of registers and operation of equipment.

PUREFOODS HORMEL SAN MIGUEL CORP FACTORY WORKER - PHILIPPINES

JUNE 2004 – OCT 2004

Operating machinery or equipment as needed, Sorting and packing products, ensuring each item passes compliance standards, sorting rejects products, maintaining the cleanliness of work areas, Loading items for dispatch. Working as a part of manufacturing process depending on the line of assembly

SKILLS

- PROFICIENCY IN MICROSOFT OFFICE (WORD EXCEL POWER POINT)
- SAP
- NAVISION
- KEEN ATTENTION TO DETAIL
- MULTI TASKING ABILITY

