

# Kevin Paolo De Vega

IT Associate / Visual Merchandiser



Dubai, UAE



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Hardworking with experience in delivering accurate inventory management in assorted environments. Facilitates productivity and prevents shortages through efficient receiving, processing and distribution of merchandise. Skilled in strategic inventory organization and tagging.

**Visa Status:** Tourist Visa

**Expiry:** July 2024

**Birthday:** April 07, 1995

**Age:** 29

**Marital Status:** Married

**Nationality:** Filipino

**Weight:** 76 kg

**Height:** 5'8



## Skills

- Customer Response
- Organizing products
- Retail materials management
- Shipping and receiving
- Exceptional time management
- Electronics Mobile and laptop devices
- Proficiency in Computer
- Checking of expiration of products
- Visual Merchandising
- Inventory audits & monitoring
- Competitive analysis
- Reliable and punctual
- Stocking and replenishing
- Computer hardware
- Clothing organizing based on seasons and needs



## Work History

### Warehouse Checker

Automatic Centre, Muntinlupa City

- Calculated correct order totals, updated accounts, and maintained detailed records for inventory management.
- Count and stock products such as mobile devices parts and computers.
- Scan all containers to determine appropriate contents as well as end destination.
- Ensuring all power and manual tools are operated in accordance with health and safety regulations.
- Orchestrated effective materials management with strong stock rotation strategies, new order placements and shipping inspections.

2023-10 - 2024-04

2019-08 - 2023-09

## Visual Merchandiser

*Bindawood Danube, Jeddah*

- Monitored inventory levels and kept adequate stock in product such as Clothing and non-food displays on sales floor.
- Established strong vendor relationships to maintain and support business.
- Inspected merchandise for quality and arranged proper display location on floor.
- Removed damaged, out-of-code, not-in-set and discontinued items from displays.
- Created visual displays to highlight new and featured products.
- Updated pricing and signage to complete product displays and educate customers
- Verified products appeared at correct locations in proper quantities
- Removed damaged, out-of-code, not-in-set and discontinued items from displays

2018-09 - 2019-03

## Stock Clerk

*Sanford Marketing Corporation (Savemore), Alabang Muntinlupa City*

- Processed and packaged stock items for customer purchases.
- Unloaded, sorted and stocked merchandise according to store layout and product placement.
- Answered customer questions and provided detailed product information.
- Checked and pulled defective or expired products from shelves
- Answered customer questions and provided detailed product information

2013-01 - 2014-01

## Sales Clerk

*7 Eleven, Sta. Rosa Laguna*

- Placed new merchandise on shelves and racks in appealing, organized arrangements to drive sales.
- Scanned merchandise and bagged using appropriate strategies for different items.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Processed payments and returns with accuracy and efficiency.



## Education

2016-08 - 2018-07

### Bachelor of Science: Information Technology

*Pamantasan Ng Lungsod Ng Muntinlupa - Muntinlupa City, Philippines*

2014-08 - 2016-07

### Associate of Science: Computer Technology

*Pamantasan Ng Lungsod Ng Muntinlupa - Muntinlupa City, Philippines*