



Edson D. Saclay

I am a highly organized, reliable, and self-motivated individual with a strong work ethic and a passion for continuous learning. I am eager to contribute my talents, knowledge, and skills in a challenging and growth-oriented environment. My goal is to gain valuable experience while enhancing my professional competence, personal growth, and sense of responsibility. I am committed to achieving excellence in my career and making a meaningful impact within the company I work for.

CONTACT

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VISA STATUS

2 Months Visit Visa

EDUCATION

Asian Development Foundation College
Bachelor of Science in Criminology
2014 -2018

EXPERTISE

Inventory Management
Communication
Attention to Detail
Organizational Skills
Customer Service Orientation

LANGUAGE

English
Tagalog

WORK EXPERIENCE

Receiving Dispatching Unit Clerk 2020 – 2023

Sanford Marketing Corporation

SM Supermarket Tacloban Leyte Branch

- Receiving Shipments: Inspect and verify incoming goods, ensuring that deliveries match the purchase order and meet quality standards.
- Inventory Management: Record all incoming inventory accurately in the system and update stock levels accordingly.
- Inspection and Quality Control: Check products for damage or discrepancies, and report any issues to the relevant department.
- Labeling and Storing: Ensure proper labeling of products and store them in the appropriate locations within the warehouse.
- Documentation: Complete all necessary paperwork for received items, such as receipts, delivery notes, and inventory logs.
- Coordinating Shipments: Coordinate with transportation teams and third-party carriers to schedule deliveries and ensure timely dispatch.
- Tracking Shipments: Monitor the status of dispatched goods and provide updates to relevant stakeholders regarding delivery times.

PRE - PROFESSIONAL EXPERIENCE

Bureau of Jail and Penology Region Office VIII

BJMP – RO8, Avenida Veteranos

2018

- Completed an Orientation Program in Jail Management and Inmate Supervision. Provided support in office functions.

PNP – AVSEGROUPO

Aviation Security Group, Daniel Z. Romualdez Airport,
Tacloban City

2018

- Provided assistance in office work. Serve as liaison between departments and operating units. Provided support in preparation of pertinent report documents