

Jaime N. Mortera

Al Qouz 2 Industrial Area

Dubai UAE

+971583096022



CAREER OBJECTIVE

To obtain a position in a challenging environment that would utilize and further develop my skills to the company as well as my personal growth.

WORKING EXPERIENCE

GLOBAL BEVERAGE

Position; Merchandiser, February 2017- April 2023

DUTIES AND RESPONSIBILITIES

- Visiting and checking the market.
- Checking the availability of stocks and refilling, if needed.
- In charge of doing daily inventory.
- In charge of taking orders from the buyer.
- Maintaining the orderliness of the merchandise.

SMAA FASHION LTD.

HEAD OFFICE DAMMAM

KSA

Position; Sales Associates, June 21, 2014- June 29, 2016

DUTIES AND RESPONSIBILITIES

- Maintaining the availabilities of merchandise on the floor.
- Displaying the merchandise base on guidelines.
- Enticing and helping customers to their buying decision.
- Maintaining the cleanliness of the place where we assigned of.

HYPER PANDA

HEAD OFFICE OLAYAH ST.

MUROOJ DISTRICT

RIYADH KSA

Position; Merchandizer, March 20, 2009- October 05, 2011

DUTIES AND RESPONSIBILITIES

- In charge of checking the availabilities of stocks, refilling and forwarding.
- In charge of making orders in warehouse and suppliers.
- Every day and weekly inventory reports.
- Making projections weekly promotion and implementing weekly promotion allocation.
- Maintaining the cleanliness of each section specially stockroom.

FILCON MFG. CORP.

HEAD OFFICE UNIT E 2801 C. EAST TOWER

PSE CENTER, PASIG CITY, PHILIPPINES

DUTIES AND RESPONSIBILITIES

- Preparing and displaying of brand product.
- Enticing customers to buy our product over competitors.
- Assisting the customers by taking their orders.
- In charge of making monthly inventory report.
- Maintaining the cleanliness of our section.

SKILLS SUMMARY

- Has an honest performance feedback.
- Can work independently and as a team player.
- Willing to learn and accept challenging role deliberately.
- Willing to try various position that may qualified my capacity and working skills.
- Computer literate

EDUCATION

COLLEGE

TOJONG COLLEGE INC.

LOOC LAPU- LAPU CITY

COURSE: NURSING AIDE

SECONDARY	NAMEI POLYTECHNIC INSTITUTE MANDALUYONG CITY, PHILIPPINES
PRIMARY	BAGONG ILOG ELEMENTARY SCHOOL PASIG CITY, PHILIPPINES

PERSONAL DATA

*NATIONALITY	FILIPINO
*DATE OF BIRTH	MAY 20, 1978
*PLACE OF BIRTH	MALABON CITY, PHILIPPINES
*CIVIL STATUS	MARRIED
*RELIGION	ROMAN CATHOLIC
*HEIGHT	168CM
*WEIGHT	85KGS

CHARACTER REFERENCE: AVAILABLE UPON REQUEST