



Jan Michael Barretto

PERSONAL DATA:

Age: 30
Birthday: 06 March 1994
Gender: Male
Birthplace: Manila, Philippines
Height: 5'3
Nationality: Filipino
Weight: 95 kg
Status: Single
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Objective

To obtain a meaningful and challenging position in any field that would enable me to utilize my analytical and technical skills to improve company's profitability.

Skills and Summary of Qualifications

- 7 years of experience in warehousing industry
- Emotionally intelligent
- Organize and punctual
- Knows FIFO and other storage practices
- Ability to convey information in a clear and concise manner
- Ability to perform functions with accuracy

College

Bachelor of Science in Marine Engineering, **Technological Institute of the Philippines**
Manila, Philippines, 2011 (Undergrad)

Work History

Adsia Logistics Inc. (Del Monte Philippines)

(February 2021 – December 2024 Assistant Warehouse Supervisor)
(May 2019 – January 2021 Storekeeper)

Assistant Warehouse Supervisor/Storekeeper

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients and de-escalating the situation.

Robinsons Warehouse

(January 2017 – February 2019)

Warehouse Stockman

- Picked and fill orders from stock.
- Received and inspected incoming shipments.
- Stock the shelves of the warehouse with goods and keep inventory.
- Keep records and organize for the shipping of merchandise stored in the warehouse.
- Maintained the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques.

Legacy Steel Corporation

(May 2016 – November 2016)

Production Worker (Contractual)

- Operated and maintained steel production machinery.
- Ensured products meet production specifications.
- Adhered to safety standards and procedures.
- Performed quality assurance and testing checks.
- Loaded and unloading workpieces.

Ministop Convenience Store

(January 2013 – April 2016)

Store Crew

- Received customers and assist them with the selection of merchandise.
- Displayed and organized products in a store for the customers to locate easily.
- Maintained the outlook of the store through dusting, cleaning and restocking merchandise on the shelves.
- Greeted, interact and monitor customers to assist the store in loss prevention.

Character Reference

- Upon request