CURRICULUM VITAE

Name: Renzie Laogo Date of Birth: May 25,1993

Height: 5'7 ft.

Address: Al Najda St. Al Safa Supermarket, 3rdFloor, Room

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Email Address: twixlaogo07@gmail.com

Visa Status: Employment Visa (can join immediately)



OBJECTIVES

To pursue a highly rewarding career, seeking for a job in a stimulating and positive work environment where I can put my talents and expertise to the best use possible for both my own personal development and the accomplishment of organizational objectives.

PROFESSIONAL EXPERIENCE

Company: Zee Store International L.L.C Address: KIZAD, Khalifa Industrial Zone

Position: **Store Coordinator**

Date: March 29, 2024 - September 30, 2024

Duties and Responsibilities:

- Checking of outgoing deliveries
- Receiving
- Inventory of goods
- Filling documents
- Solving customer issues
- Ordering merchandise
- Processing orders
- Adhering to organization policies
- Reporting to manager

Company: Yahorng Electronic Philippines, Inc.

Address: Lima Technology Center, Lipa City, Batangas

Position: Warehouse staff

Date: March 4, 2023 to January 31, 2024

Duties and Responsibilities:

- Responsible for receiving, checking, storing, issuing of materials, equipment and other related items in the
- Check & verify product orders to ensure correct work order, quantity and availability in warehouse location.
- Make sure that every location has proper & correct label with accurate information.
- Pack & store products appropriately in accordance to safety protocol and procedures.
- Rechecking of pulled out items from storage location and compare to work order prior issuance to Production & Subcontractor
- Maintains inventory controls by performing daily count of items per location. May also assist in counting of actual physical inventory
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat. Organize warehouse and work area for orderliness at all times

Brand Name: Armani Exchange

Company: Stores Specialists Inc.

Address: Alabang Town Center Mall, Muntinlupa City Philippines

Position: Sales Consultant

Date: February 2020 to February 2023

Duties and Responsibilities:

- Ensure each customer walking in the door feels comfortable, so greeting with a smile is essential
- Assist customers to find the correct clothing size, give them advice on what would they look best
- Participating in floor shifts, which involve rearranging the floor with new seasonal clothing
- Implementing the store's manner of folding and sorting clothing and perform it on a daily basis

Brand Name: Bench Lifestyle and Clothing

Company: Suyen Corporation

Address: Robinsons Place Lipa City, Batangas Philippines

Position: Stock Clerk

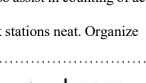
Date: June 2017 to December 2019

Duties and Responsibilities:

- Responsible for receiving merchandise, unloading or unpacking it, marking it with codes to be identified, stocking shelves, and helping customers place orders
- Checking for damage or mislabeling, and get it where it needs to be
- Using handheld tracking scanners to make sure the right items are in the right place, and update inventory records
- Ensure to organize the stock room, proper labeling and sorting of items per group and category









ARMANI EXCHANGE



Company: Sohbi Kohgei Phils. Inc.

Address: Lima Technology Center, Lipa City, Batangas

Position: Warehouse/Receiving
Date: April 2016 to May 2017
Duties and Responsibilities:

Assisting with the unloading of shipment

- Correct open deliveries
- Inspects the quality of the goods
- Receive shipments
- Return damaged products to senders
- Assure proper storage conditions
- Maintain shipping logs
- Manage inventory and troubleshoot order discrepancies
- Assist with inventory counts and audits

Company: Yamaha Motors Philippines, Inc.

Address: Lima Technology Center, Lipa City, Batangas

Position: Warehous Assistant

Date: February 2015 to February 2016

Duties and Responsibilities:

- Pulls and packs product based on daily orders
- Meets specifics of customer orders in timely manner
- Keep products separated, organized and in good rotation
- Monitors product quality frequently
- Reporting problems to mitigate safety issues



SKILLS AND COMPETENCES

- Structured and strong organization and prioritization skills, and has the ability to analyze sales merchandising reports
- Good in oral, written communication and presentation skills. Excellent computer skills / Proficiency in MS Office
- Creative and innovative thinker with sophisticated sales experienced
- Excellent attention to details, and has the ability to detect all colors
- Independent work approach with ability to multi-task and prioritize workload to meet all deadlines
- Understanding of brands / luxury industry / awareness of design, and possessing a positive, can-do attitude
- Knowledge of current visual merchandising trends and best practices
- With strong physical and mental characteristics capable of doing any kinds of hard work like lifting heavy boxes, overnight duties, and extended hours.
- Willing to take new challenges and exceed the job scope or responsibility

CHARACTERISTICS

• Has Initiative, Responsible, Flexible, Hardworking and Trustworthy

EDUCATIONAL BACKGROUND

Tertiary

Batangas State University-Malvar Campus
 Bachelor of Science in Operations Management

 SY 2011 (College undergraduate)

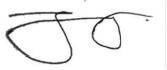
Secondary

 Mariano Marcos Merial Highschool Manila, Metro Manila, Philippines SY 2006 - 2011

Primary

 Dona Asuncion Reyes Memorial Elementary School Pinamalayan, Oriental Mindoro, Philippines SY 2000- 2006

SINCERELY,



Renzie Laogo