

CURRICULUM VITAE

Name: **Renzie Laogo**
Date of Birth: May 25,1993
Height: 5’7 ft.
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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 warehouse.
- 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

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: Warehouse 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