



# MARICOR C. GABANETE

Address: Al Jahili, Al Ain, Abu Dhabi, UAE

Contact number: 0589900162

Email Add: maricorgabanete1229@gmail.com

## CAREER OBJECTIVE

To join an organization where opportunity for advancement is encouraged, where I can apply my skills and collaborate with likeminded individuals to continue the trend of success.

## SKILLS

Proficient in MSOffice

Knowledgeable in SAP and

International FOCUS system

Fast learner

Flexible

Hardworking

Goal-oriented

Self-Motivated

High Trust-worthy and ethical

Patient

Great communication skills

## TRAINING AND SEMINARS

- Documents and Records Control Awareness trained by TUV Nord Phils.  
Brother Industries Phils Inc. April 3, 2017
- ISO 9001-2015 Awareness- Quality Management System  
Brother Industries Philippines Inc. January 29, 2018
- ISO14001: Environmental Management Systems  
Brother Industries Philippines Inc. August 28, 2019

## ACHIEVEMENTS

- Certified Budget Controller April 2018
- Promotional Leader Awardee for consecutive Year  
May 2018, 2019 & 2020
- Circle Excellence Award December 2021
- World Environment Day Quiz Bee Champion  
March 2017
- Best Employee Award April- May 2019
- ISO certified auditor

## WORK EXPERIENCE

### PROCUREMENT INVENTORY CONTROLLER

Glow Grooming Company Investment

Al Jayyiz St. Sanaiya, Industrial Area, Al Ain, Abu Dhabi, UAE

February 22, 2024- Up to present

#### Job Description

- Monitor and conduct monthly branch of salons, resto and milk tea shop inventory
- Updating FOCUS system after inventory for the products that have shortages and excess in maximum quantity.
- Creates monthly inventory reports accurately
- Records the in/out of the products to the warehouse and system
- Coordinate to the supplier for the purchase request, status and update
- Process stock transfer, deliveries and branch transfer
- Create purchase order, material receipt notes and delivery request

### SUPPLIER QUALITY CONTROL DOCUMENT

#### CONTROLLER/ OFFICE STAFF

Brother Industries Philippines.Inc.,

Brgy. Ulango, Tanauan, Batangas,

August 10, 2015- January 31, 2024

#### Job Description

- Overall controlling, managing, keeping and organize section documents
- Had knowledge in System Application and Products (SAP) used for equipment inventory, supplier evaluation related to quality and deliveries.
- Responsible for orderly recording, updating and monitoring confidential documents
- Section controller of document master list, uncontrolled, abolition and distribution list of documents
- Persons in-charge during ISO internal audit and external audit
- Filing, archiving and handling relevant documents critical documents, including checking of retention period.
- Overall section attendance monitoring from daily updating of absences, sending of attendance summary to manager, uploading of schedule on system, change shift, overtime application, DTR correction and process man-hour/personnel transfer
- Section budget controller by monthly forecasting of budget, office supplies in charge, indirect materials PIC, making cost analysis report, process sourcing of quotation for new items, process purchase items and process cost application for purchased items.
- Environment, Safety and Health document controller
- Section Training Coordinator
- ISO Committee for 7 years
- Department Promotional and Corporate Social Responsibilities Leader

### ENCODER

Fort Wayne Wire Die Philippines. Inc.

FPIP Sto. Tomas Batangas

February 02, 2015-July 02, 2015

## EDUCATION BACKGROUND

### TERTIARY

NORZAGARAY COLLEGE

Norzagaray, Bulacan

Bachelor of Secondary Education

Major in Biological Science

2010-2014

## PERSONAL DATA

DATE OF BIRTH: December 29, 1985

AGE: 38 years old

HEIGHT: 5'1

PLACE OF BIRTH: Masbate

NATIONALITY: Filipino

CIVIL STATUS: Single

LANGUAGES SPOKEN: English,  
Filipino

- ✚ Assure files of all drawing wire dies are properly prepared and saved to backup drives.
- ✚ Accurate encode all measurement data of wire drawing dies
- ✚ Confirm that entered data about drawing wire dies accurately with align the original document
- ✚ Organize and maintain original paper evidence related to wire dies drawing

### PARTIME PRESCHOOL/ GRADE SCHOOL SCIENCE TUTOR

Brgy. Biga, Sto. Tomas Batangas Philippines

January 03, 2015- March 10, 2015

#### Job Description

- ✚ Develop a careful and creative program suitable for children
- ✚ Supervising academic and emotional development  
Maintaining open communication with children and parents  
Observe child to help them to improve.
- ✚ Help their academic competencies, build self-esteem and good manners and right conduct as well

### FINAL VISUAL INSPECTOR

Fuji Industries Philippines Inc.

FPIP, Sto. Tomas Batangas Philippines

August 10, 2014-January 02, 2015

#### Job Description

- ✚ 100% final visual inspector of automotive parts using microscope and naked eye
- ✚ Can judge if the parts are good or no good
- ✚ Quality control support

### SALES CASHIER

LYN'S Babies Care Product & Gen. Merchandise

Gapan, Nueva Ecija Philippines

April 05, 2008-August 05, 2008

#### Job Description

- ✚ Checking stock and refilling shelves
- ✚ Gives proper customer service
- ✚ Handling cash, issue refund and credits
- ✚ Keep reports of transactions, resolve customer complaints
- ✚ Maintaining a clean and harmonious workplace

### ASSISTANT PHARMACIST

CAA Drugstore

CAA, Casimiro, Laspiias City

September 10, 2007-March 20, 2008

#### Job Description

- ✚ Assist licensed pharmacist depends on their needs
- ✚ Attain product from shelf, count and inventory specified quantity of drugs.
- ✚ Place drugs in proper location, put label on items to be checked by pharmacist

### CASHIER

Amigos Restaurant

Bigte, Norzgaray Bulacan

Jan. 07, 2005-Oct. 10, 2007

#### Job Description

- ✚ Provides a positive customer service
- ✚ Registers and logs all cash out/cash in.
- ✚ Inventory items every end of the month
- ✚ Process payments from cash, credit cards or digital
- ✚ Interact with customers and suppliers