Martin B. Aquino
Administrative Asst. Data Entry Clerk

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📍 Bldg. #12 Abdul Razaq Flat 304, Bur Dubai, Burjuman Dubai U.A.E   🗓 1996-03-18

🏳 Filipino   ⚬ Single   ⚥ Male

👤 CAREER OBJECTIVES

I am eager to join a distinguished organization that recognizes and leverages my exlensive schnical experlise and diverse skill sel. My goal is to conir bule meaninglully while continuing lo grow and excel professionally within a company hal values progression and provides ampie opportunities for advancement

🧠 SKILL

- Compiler programming
- Photo Editing
- Data Encoding
- E-commerce Platforms
- Warehouse Operations

- Websile Designing
- Microsof Word
- Filling
- Jewelry Photography

- Trouble Shooling
- Excel
- Sorting
- Customer Service

- Installation
- Power Point
- Quality Control
- Data Visualization

⭐ PERSONAL QUALIFICATION

Responsible, dedicated and abke: to work under pressure
Flexible and willing to work more than the minimam ime.
Shows concem to the interest of the company's goal and objectives.
Computer iterate, MS Exceltrust worthy, self-motivated and organized.

💼 WORK EXPERIENCE

Luluat Al Mashriq General Trading Under (MyKabayan Jewelleries)   01/2024 – 04/2025
Admin Assistant / Quality Control / Data Entry Clerk   Dubai, UAE
   Handle Task such as
- Monitor and track customer claims during live selling sessions.
- Input customer orders in real-time using spreadsheets or inventory systems.
- Communicate with customers via chat, comments, or direct messages during and after lives.
- Help prepare jewelry items and displays before shows.
- Assist with packaging and organizing invoices post-live.
- Maintain organized records of orders, invoices, and customer profiles.
- Follow up on payments, shipping, and delivery confirmations.
- Coordinate with shipping providers and manage tracking numbers.
- Help with scheduling upcoming live events and preparing show outlines.
- Support with restocking inventory and product descriptions.
- Inspect finished jewelry pieces for quality,craftsmanship, and consistency.
- Check for defects such as scratches, loose stones, misaligned settings, or incomplete polishing.
- Verify that all items meet design specifications, measurements, and metal/gemstone requirements.
- Test clasps, settings, hinges, and other components for functionality and durability.
- Accurately document inspection results and flag defective items for rework or return.
- Work closely with production, repair, and inventory teams to maintain quality standards.
- Assist with incoming and outgoing product inspections, including vendor-supplied items.
- Maintain cleanliness and organization in the inspection area.
- Ensure compliance with safety standards and company procedures.
- Accurately enter and update product details into inventory management or e-commerce platforms.
- Input customer and sales information into CRM or POS systems.
- Maintain and organize digital and physical records of orders, invoices, and repairs.
- Assist with regular inventory audits and data reconciliation.
- Ensure consistency in product naming, descriptions, pricing, and SKUs.

- Support marketing and cataloging efforts with accurate data and image tags.
- Identify and correct data entry errors or inconsistencies.
- Communicate with internal departments to verify and validate information.

Kikay Kitz Jewelries L.L.C 06/2022 – 06/2023
Data Entry Clerk Dispatching / Photo Editing Dubai, UAE
Handle Task such as
- Accurately entered customer and account dala from source documens within designated limeframes.
- Compled and verified the accuracy of information before data entry to ensure data integrity
- Reviewed cata for deficiencies or emors. corrected ary incompatibilities, and checked the final output for quality assurance.
- Translerred dala from paper formals inio computer liles or dalabase systems using various dala entry tools, Including keyboards and optical scanners.
- Provided diren dala entry support by lyping in customer-provided information with a locus on speri and accuracy
- Conducted thorough cata verification against source documents to maintain high data, quality starudards
- Updated existing clata, records with new information as required, ensuring current and accurate data storage
- Responded to information requests and accessed relevant tiles to suppor customer service and operational efficiency.
- Performed regular dala backups to secure informalion and preven, dala loss.
- Organized paperwork post data eritry to maintain an orderly and efficient filing system
- Enhanced jewelry Images using retouching techniques to improve clarity, shine, and cetail while preserving the natural appearance of products.
- Applied color correction, brightness, and contrast adjustments to meet product specifications and schieve visus consistency.
- Removed imperfeccions such as dust, scratches, and reflections from product images to enhanc presentalion qualily.
- Conducted background removal and replacement to create clean and focused product visuals
- Created compelling compositions for advertising and social media platforms, aligning with marketing objectives.
- Added shadows, rellections, and eflects to product images to increase realism and appeal.
- Maintained a structured digital library of edited images, ensuring efficient file management and retrieval.
- Ensured all images adhered to the brand's quality standards and style guidelines for a ochesive visual identity.
- Optimized image sizes for various platforms, including web, social media, and print. to ensure optimal viewing experiences.
- Implemented proper file naming and categorization practices for streamlined sccess and organization.
- Collaborated with photographers, graphic designers, and marketing teams to produce high-quality visuals for promotional asc
- Kept abreast of the latest trends and techniques in jewelry photo editing to continus.ly enhance skil set and output quality.

GULFMODE GARMENT LLC 10/2021 – 05/2022
Receiving Clerk / Warehouse Assistant Dubai, UAE
Handle Task such as
- Receive incoming shipments and inspect for damage or discrepancies.
- Unload deliveries and verify packing slips, invoices, or purchase orders.
- Record and log inventory into warehouse management systems.
- Received and processed incoming merchandise from renowned brands such as Simone Perele, Wacoal USA, DKNY, Spanx, and Esbelt, ensuring accuracy and quality control.
- Prepared and managed sales orders for both in-store and online customers, utilizing the ICG software to maintain system integrity and prevent quality issues.
- Accurately recorded shipment weights and quantities on import shipping forms as part of the Purchase Delivery Note (PDN) process.
- Utilized a computerized module application for efficient scanning and receipt of goods, followed by saving the information in the ICG Application to update inventory records.
- Coordinated the distribution of merchandise to multiple warehouses, facilitating the Business to Business (B2B) process and subsequent inventory allocation based on minimum and maximum requirements.
- Tag and label merchandise appropriately. • Communicate with purchasing or inventory teams about delivery issues.
- Executed inventory transfers to various retail locations within the network, such as Klynn MOE or Debenhams MOE, ensuring stock availability and consistency across stores.

- Monitored daily sales and replenished sold items in stores to maintain optimal inventory levels and meet customer demand.
- Pick and pack orders for shipping or internal distribution.
- Organize and restock inventory in designated storage areas.
- Assist with physical inventory counts and cycle audits.
- Maintain cleanliness and safety standards in the warehouse.
- Operate warehouse equipment (pallet jacks, forklifts, etc.) safely and effectively.

Al Khawand Luxury FZE 07/2020 – 09/2021
Warehouse Assistant / Data Entry Clerk Dubai, UAE
Handle Task such as
- Receive, unload, and store incoming shipments • Pick and pack orders accurately and efficiently
- Prepare items for shipping (labeling, wrapping, boxing, etc.)
- Maintain inventory records and report discrepancies • Perform regular stock counts and audits
- Keep the warehouse clean, organized, and safe Assist with loading/unloading delivery trucks
- Follow all safety guidelines and procedures
- Sorted and categorized auctioned items into designated bags for local, international, and Philippine destinations.
- Processed invoices for both Philippine and international orders post-auction.
- Addressed customer concerns and provided support to ensure satisfaction.
- Coordinated international shipment bookings for dispatched orders.
- Conducted quality checks to ensure auctioned items met required standards.
- Verified customer payments and managed order cancellations as necessary.
- Prepared and packed items for dispatch, ensuring accuracy and timeliness.
- Communicated tracking information to customers for dispatched items.

Convenience Distribution Inc. 12/2016 – 02/2020
Data Analyst (Discrepancy Investigator) Pasig, Metro Manila
Handles Task such as
- Analyzed and interpreted data from warehouse management systems (WMS). ERP platforms, and logistics software to drive operational improvements.
- Monitored key performance indicators (KPIs) for inventory accuracy, order fulfillmen: rate, picking/packing time, and shipping delays, ensuring alignment with business objectives.
- Developed and maintained dashboards and reports to effectively visualize trends and performance metrics, enhancing decision-making processes for warehouse operations.
- Identified process inefficiencies and boll lenecks, recommending actionable solutions to optimize workflow and increase procuc:ivity
- Collaborated with warehouse managers, logistics teams, and IT staff to ensure seamless data flow and system integration, contributing to the reliability of operationes.
- Forecasted inventory needs and conducted analysis of stock movement to inform purchasing and replenishment strategics, supporting overall supply chain officioncy.
- Performed root cause analysis on operational issues such as stock discrepancies and order processing delays, implementing corrective actions to mitigate future cocuirences.
- tely encoded data for various approvals, ensuring integrity and compliance with organizational Accurately standards.
- Gathered and synthesized informalion store discrepancies, providing insights for continuous Improvement initiatives.
- Ulilized strong communication skills to address and resolve store concems. fostering collabora.ive relationships across departments.
- Prepared comprehensive reports detailing specific discrepancies, informing stakeholders and guiding strategic planning.
- Organized d and and file filed dispatch forms related to store discrepancies, maintaining meticulous records for audit and review purposes.

🎓 EDUCATIONAL ATTAINMENT

Gateways Institute of Science and Technology (G.I.S.T) 2012 – 2014
Diploma Pasig
(Computer Programming NC IV)

📇 CREDENTIALS

- Computer Hardware Servicing NC II
- Welding NC II (SMAW)

🌐 LANGUAGES

English ● ● ○ ○ ○ Filipino ● ● ● ● ○