

NEIL ADRIAN D. LIWANAG



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OBJECTIVES

To work for and be a part of a company where I can apply my knowledge and skills gaining seasoned competence as I prepare for greater duties and responsibilities. To be an active part of a corporation with deep respect for people and opens the door for career growth and professional development.

WORK EXPERIENCE:

WAREHOUSE STAFF

PUREGOLD

Valenzuela city Philippines

April 2022 - Nov. 2023

Job Duties and responsibility:

- Receiving and processing warehouse stock products
- Picking orders from inventory, checking orders for accuracy
- Packing and shipping products and orders
- Inspecting products for defects and damages
- Organizing and maintaining inventory and storage area
- Operating and maintaining warehouse jack lift and equipment
- Keeping warehouse clean and safe, ensuring hygiene standards are met
- Prepare and complete orders for delivery or pickup according to schedule
- Report any discrepancies or issues to the warehouse supervisor

WAREHOUSE CONTROLLER

CDO FOODS COMPANY

Valenzuela city Philippines

June 2020 to March 2021

Job Duties and responsibility:

- Perform inventory controls and keep quality standards high for audits
- Store, pack, and dispatch goods in a timely manner
- Operate and maintain warehouse equipment and vehicles

- Identify damage, loss, or surplus of goods and materials stored in the warehouse
- Prepare and complete orders for delivery or pickup according to schedule
- Ensure warehouse is kept clean and safe at all times
- Cooperate with management and colleagues to achieve the company's goals
- Report any discrepancies or issues to the supervisor

STOCK CONTROLLER

HANDYMAN TOOLS

SM Valenzuela

Manila Philippines

Oct. 2019 - April. 2020

Job Duties and responsibility:

- Receive all weekly deliveries into the store and checking that the stock matches the invoice
- Liaise with company suppliers completing and keeping a paper trail of the appropriate forms regarding faulty stock and repairs
- To undertake any duties assigned by your manager which are consistent with the job holder's expertise and skills
- Familiar with Return to vendor processes
- Assisting with stock markdowns
- Generating reports on stock levels and damages and stock outcome
- Stock management - transfers to other stores or DC

E D U C A T I O N

Course: STEM- Science / Technology / Engineering & Mathematics 2018 – 2020

School: Paso de Blas National High school

Address: Valenzuela City Manila, Philippines

Secondary:

School: Paso de Blas National High school 2012 - 2016

Address: Valenzuela City Manila, Philippines