



RELI ANJO E. ALCANTARA



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Home address:
Al Rigga St, Deira, Dubai, UAE

KEY SKILLS:

- Inventory control
- Receiving
- Checking
- Communication and motivation
- Problem solving and decision making
- Leadership and Teamwork

PERSONAL BACKGROUND:

Gender: Male
Date of Birth: 10 July 1988
Age: 35 years old
Nationality: Filipino
Civil Status: Married
License: Automatic light Vehicle

OBJECTIVE:

To become part of result oriented and highly successful team which offers professional development and growth potential and to further build upon my academic training and experience to benefit the employer and advance my career.

SUMMARY:

- I have 10 years strong experience in Warehouse as a Data Encoder, receiving stock, making a GRN (Goods Receipt Note), make an invoice, checking stocks, preparing orders, arranges shipments by checking stock to determine Inventory levels.
- I have my own automatic light vehicle license.
- Has knowledge in Pact software and Microsoft Dynamics 365 Business Central.
- Highly motivated hardworking, eager to learn, absolute integrity, goal oriented, dedicated to work and can work professional.
- Highly organized and dedicated with a positive attitude towards work and can handle multiple assignments under high pressure and consistently meet tight deadlines.

WORK EXPERIENCES:

DATA ENTRY CLERK cum CHECKER in Warehouse
New Rock Sports LLC (Dubai, U.A.E)
(Food Supplements for Fitness and Health Nutrition)
Dubai Investment Park (DIP2)
(July 2017 to October 2023)

Duties and Responsibilities:

- Prepared documents for data entry
- Collect and keep record of samples of products getting the weight, width, length of the product (CBM)
- Compare data with source documents or re-enter data in verification format to detect errors
- Compile, sort and verify the accuracy of data before it is entered.
- Locate and correct data entry errors or report them to supervisors.
- Maintain logs of activities and completed work.
- Read source documents such as cancelled checks, sales report or bills, and enter data in specific data fields or onto tapes or disk for subsequent entry using keyboards or scanners
- Ensures that confidentiality of data collected and stored are maintained
- Maintains accurate and up to date data
- Prepare source data for computer entry by compiling and sorting information, establishing entry priorities
- Perform self-audit of administration details of the Report before endorsing it to the assigned auditor
- Maintain data entry requirements by following data program techniques and procedures

Educational Background:

TRAINING / SHORT COURSE:

Logistics and Supply Chain
Management
Filipino Institute (FI)
Dubai, United Arab Emirates.
(Oct 15, 2021-Mar 25, 2022)

SECONDARY:

Batasan Hills National High
School
Philippines (2001-2005)

DATA ENTRY CLERK in Warehouse

Day to Day General Trading LLC.

Al Fahidi, Dubai U.A.E

(January 2013 to February 2017)

Duties and Responsibilities:

- Prepared documents for data entry
- Compare data with source documents or re-enter data in verification format to detect errors
- Compile, sort and verify the accuracy of data before it is entered.
- Locate and correct data entry errors or report them to supervisors.
- Maintain logs of activities and completed work.
- Read source documents such as cancelled checks, sales report or bills, and enter data in specific data fields or onto tapes or disk for subsequent entry using keyboards or scanners
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WAREHOUSE ASSISTANT

- Receiving, moving, checking and storing incoming goods
- Checking and inspecting goods received and ensuring they are of accurate quantity, type and also acceptable quality
- Maintained inventory and delivery logs
- Maintains safety of all work areas in compliance with company standard

Sincerely,

Reli Anjo E. Alcantara

Applicant