



## **LAZARO INGENTE**

Flat 205 Fatima Building Bur,Dubai

Mobile no. +971 58 535 1011/+971 54467-2828

Email Address: [larryingente@yahoo.com](mailto:larryingente@yahoo.com)

### **Objectives**

To land a job and be part of your team in which I can showcase my skills and knowledge. I am confident that my dedication to teamwork and my ability to adapt to new environments make me a valuable asset to the company.

### **Skills:**

- Payroll operations
- Cash handling
- Data collection and sampling
- Sales commission knowledge
- Budget forecasting
- Basic Computer knowledge
- Strong communication skills.
- Entrepreneurial spirit

### **Experience**

**CHE Pawnshop/Jewelry shop**

**Position: Gold Appraise/ Branch Supervisor**

**Calauag, Quezon Philippines**

## **January 2000 – October 2015**

### **Job Description:**

- Checked jewelry histories and functionality to determine correct value.
- Estimated values using approved formulas and outlined calculations.
- Valued property by assessing size and condition against benchmarks.
- Created detailed and accurate reports covering value, estimation factors and methodologies.
- Compiled detailed lists and analyses of claimant personal property.
- Gathered information on nearby properties to compare values and improve accuracy

## **Wencon Electronic Shop and Services**

**Position:** Sales Representative

**Gumaca, Quezon Philippines**

**January 2016 – Feb. 2017**

### **Job Description:**

- Utilized various sales techniques to develop relationships with customers and drive sales.
- Accounted for all inventory and ordered new stock.
- Increased revenue by acquiring new customers and determining needs to offer relevant products.
- Collected and processed payments.
- Adapted sales techniques to specific clients and promoted products based on individualized client needs.
- Responded to telephone and in-person requests for information.
- Presented latest merchandise to prospective buyers.
- Resolved customer concerns promptly to maintain satisfaction.
- Generate reports on sales, providing relevant information to track sales progress and inform future strategies.

## **Ingente Bicycle Shop and Services**

**Position:** Owner/Operator

**Gumaca, Quezon Philippines**

**March 2017 – up to present**

### **Job Description:**

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Verified items billed against items received, following up with vendors to reconcile variances.

- Managed payroll of employee hours and entitlements.
- Optimized daily operations to achieve maximum efficiency and cost-effectiveness.
- Addressed operational inefficiencies, implementing actionable improvements to support business growth.
- Aligned inventory with expected demand.
- Formulate annual and quarterly budgets.
- Liaised with vendors to achieve favorable product pricing and timely stock replenishment.
- Collaborated with marketing personnel to identify and promote brand mission, values and vision.

## **Education**

### **Associates Of Arts in Architectural Drafting**

**Enverga University Lucena City, Philippines**

**1992 – 1996**

### **Foundtion Degree in Computerized Architectural Drafting**

**United Computer Educational Institute**

**Lucena, City Philippines**

**1997 -1998**

### **Training in Bread and Pastry making**

**Technical Education and Skills Development Authority**

**Gumaca, Quezon Philippines**

### **Trainings/Seminars/ Memebership**

- **Anti- Money Laundering Council**  
**Bangko Central of the Philippines**  
**February 5, 2010**
- **Philippine Chamber of The Pawnbrokers of the Philippines Inc.**  
**Member**  
**July 2004 – 2015**

### **Personal Details:**

**Date of Birth: October 11, 1975**

**Civil Status: Married**

**Nationality: Filipino**