



LAZARO INGENTE

Flat 205 Fatima Building Bur, Dubai

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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