



SERLINSON CATINDOY

OBJECTIVE

To build a career in highly motivated company where they value personal growth and Advancement and to hold challenging position where I could fully excel my ability.

CONTACT

PHONE:

+971552622021

ADDRESS

**Al Rigga, Dubai
United Arab Emirates**

EMAIL:

khen_kp@yahoo.com

PERSONAL DETAILS

Date of Birth : September 1, 1985

Place of Birth : Gattaran,
Cagayan, Philippines

Civil Status : Married

Citizenship : Filipino

Visa Status: Cancelled

Drivers License: Automatic

WORK EXPERIENCE

Merchandiser

Element Middle East LLC.

Dubai, United Arab Emirates

May 2008– April 2023

- Responsible for contributing to the flow of merchandise from the receiving area to the selling area by participating in receiving of goods, unpacking, processing, organizing, and storing of merchandise.
- Ensuring that all stocking activities adhere to the defined standards.
- Ensuring that enough stocks in store at the right time during the promotional period.
- Making sure all displays were full and arranged in an attractive manner to maximize customer interest and sales.
- Managing and negotiating stock availability throughout the quantities and delivery time-scales with supplier.
- Help customers find items in the store.
- Provide customers with information about items.
- Perform other duties as assigned
- Keep the work area clean, organized, and free of hazards.

Printshop Staff

Department of Education RO2

Cagayan Valley, Philippines

June 2006 - July 2007

- Responsible for printing books, manuals and advertising paraphernalia to be distributed in all schools of Cagayan Valley region.
- Helping with receiving imported raw material from head office or supplier.
- Conducting a monthly inventory and reporting to the department head.
- Carry out administrative duties such as answering phone calls, typing, binding, scanning etc.

EDUCATION

Bachelor of Science in Information Technology

STI COLLEGE TUGUEGARAO
Tuguegarao City, Philippines
April 6, 2006

Associate in Computer Technology

STI COLLEGE TUGUEGARAO
Tuguegarao City, Philippines
May 2004

KEY SKILLS AND CHARACTERISTICS

- Detail oriented with strong organizational skills.
- Excellent listener.
- Friendly, courteous, and service oriented.
- Quality Assurance
- Flexibility in adjusting work schedules to meet load demands.
- Computer literate.
- Effective Team Player.
- Soli written and verbal communicator.
- UAE drivers license holder since 2021