



CORNELIUS COFREROS

EXPERIENCE

PROJECT COORDINATOR

WORLD TRADE CENTER FOR GITEX 2022 AND ARAB HEALTH 2023

- Supporting the project manager in managing a project or projects.
- Coordinates the schedule/issues and budget of the project.
- Reporting on the current state of the project to the company executives.
- Ensures the project to stay on track making a fulfilling and rewarding position.

CORE COLLEAGUE

NOON – EMAAR - DUBAI, UAE

NOVEMBER 2019 – DECEMBER 2021

- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date.
- Recognize and receive complicated shipments on RF gun including correct quantity, codes and expiry dates.
- Pack, stock, organize and rearrange products in warehouse.
- Identify and pick any regular or promoted product as per system generated pick list Monitor and manage inventory control.
- Manage and handle shipping, loading and unloading of products.
- Handle delicate and sensitive products with utmost care.
- Handle and operate necessary tools and accessories in maintaining and managing a warehouse.

DC ASSISTANT

M.H ALSHAYA : LOGIX FZCO - DUBAI, UAE

SEPTEMBER 2015 – NOVEMBER 2019

- Pack, stock, organize and rearrange products in warehouse.
- Keep neat and clean warehouse premises.
- Organize and maintain records of inventories up to date.
- Recognize and receive complicated shipments on RF gun including correct quantity, codes and expiry dates.
- Identify and pick any regular or promoted product as per system generated pick list.
- Monitor and manage inventory control.
- Manage and handle shipping, loading and unloading of products.
- Handle delicate and sensitive products with utmost care.
- Handle and operate necessary tools and accessories in maintaining and managing a warehouse.

SALES ASSOCIATE / MERCHANDISER / CASHIER / WAREHOUSE CLERK

RAGE – DUBAI DESERT EXTREME LLC - DUBAI, UAE

DECEMBER 2011 – DECEMBER 2012

- Welcome and assist customers about the product.
- Stack merchandise on racks.
- Stock warehouse with tools.
- Keep track of inventory and inform store supervisor when stock needs to be ordered.

OBJECTIVE

Highly energetic and proactive professional with the ability to effectively multitask. Possessing strong skills to overcome sales objectives, self-motivated team player, and an ability to maintain a superior level of flexibility. In addition, to maintaining strong client focus and forming strategic relationships to garner support for organizational goals

CONTACT

Address:

F1-103 DWTC Staff
Accommodation, Ras Al Khor,
Dubai, UAE

Phone:

+971 50 528 1965

Email:

cornelius_cofreros@ yahoo.com

Driving License:

Light vehicle automatic

Visa Status :

Family Visa

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Dubai, UAE

Phone:

+971 50 528 1965

Email:

cornelius_cofreros@yahoo.com

EDUCATION

Bachelor in Secondary Education

Major in Physical Education

Far Eastern University
Morayta, Manila Philippines
1998 – 2007

SKILLS

- ✓ Has good writing and oral communication skills in English.
- ✓ Computer literate & Initiative to do admin work properly and effectively.
- ✓ Goal oriented and dynamic team player.
- ✓ Honest, hardworking, self-motivated and passionate about the responsibilities given.
- ✓ Fast learner and could easily adjust to new working environment. Interested in photography

CORNELIUS

COFREROS

EXPERIENCE CONT

SALES ASSOCIATE / MERCHANDISER / CASHIER / WAREHOUSE CLERK

RAGE – DUBAI DESERT EXTREME LLC - DUBAI, UAE
DECEMBER 2011 – DECEMBER 2012

- Ensures the products and goods are well displayed.
- Ensures shop is clean and ready for the opening hours.
- Fulfill customer orders.
- Handle credit card transaction, voucher and payment from clients.
- Represent the brand as front liner.
- Check in merchandise and affix labels.
- Match purchase orders to sales orders and distribute to sales associates for processing.
- Fill requisitions, work orders, or requests for materials, tools, or other stock items.
- Follow all safety codes.
- Record amounts of materials or items received.
- Identify damage, loss, or surplus of goods and materials stored in the warehouse.
- Compile inventory balances and price lists.
- Maintain records of all activities and processes pertaining to the storehouse.

POOL ATTENDANT / RECEPTIONIST / GYM ATTENDANT

THE MONARCH DUBAI HOTEL - DUBAI, UAE
NOVEMBER 2009 – SEPTEMBER 2011

- Performs various tasks related to an assigned department; organizes, prioritizes, and completes tasks in a timely manner.
- Enforcing all poolside rules and preventing unsafe behavior. Provide guests with a level of service in keeping with hotel standards including; Pick up, stock, restock, and drop off towels, juices, fruits and other amenities needed.
- Conduct all opening procedures including obtain pool keys, unlocking all cabinets, setting up amenities and organizing pool towels.
- Answering the queries and information from clients.

SERVICE CREW

MARRY BROWN DUBAI • DUBAI, UAE
NOVEMBER 2008 – OCTOBER 2009

- Serve the customer in an efficient, timely, and polite manner. Responsible for prep, set-up, service, clean up and restocking of food service areas.
- Maintain cleanliness of all kitchen, dining and service areas. Ensure work area is orderly and properly stocked.
- To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, laying of tables and up keeping of rest room.