



Position applied: Driver

Email:

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+385 95 359 1726

Address:

NOVA CESTA 166, Zagreb Croatia

PERSONAL DETAILS:

Nationality : Filipino

Date of Birth : 15 March 1990

Gender : Male

Civil Status : Married

Languages : Filipino & English

EDUCATIONAL ATTAINMENT:

- Vocational Course

Davao Northphil Institute Philippines

Automotive with Driving

2007 - 2009

- Secondary

Sta. Ana National High School

2003-2007

- Primary

Carmen Central Elementary School

2001-2003

Bayog Elementary School 1997-2001

PERSONAL STRENGTH:

- Has ability to multi-task effectively, manages time wisely.
- Team Player, fast learner, receptive to criticism.
- Self – motivated & innovative, knowledgeable in handling problems.
- Customer service oriented.
- Demonstrate aptitude for developing new skills.

MEL MHELMARK C. IGNACIO

OBJECTIVE:

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills and my ability to work well with people, which will allow me to grow personally and professionally.

PROFESSIONAL EXPERIENCES:

Delivery Driver

KONZUM D.O.O Croatia

02/08/2023 to Present

Duties & Responsibilities

- Maintaining Vehicle maintenance.
- Timely manage delivery trip and deliver on time.
- Ensure deliver in good condition the merchandise to the customer.
- Follow traffics rules and regulations.
- Ensure all the merchandise will be load and unloading safely.

Company Driver

Bellucci Couture Garments LLC

08 August 2021 – 15 March 2023

Duties & Responsibilities

- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle.
- Carry out routine checks on vehicles and ensure they are sound.
- Perform periodic maintenance on vehicles, such as changing batteries and motor oil of appropriate time as well as refueling the car.
- Ensure timely conveyance of staff and materials to & from places as instructed by supervisor or the manager.
- Transport products, materials and staff securely to areas where they are needed.

Sales Associate

ENOC LLC

16 September 2016 – 01 July 2021

Duties & Responsibilities

- Operating the cash till efficiently, ensure that all moneys received are correctly registered.
- To serve customers' needs and wants, courteously and efficiently ensuring that the highest standards of customer service are met at all times.
- Monitoring stock on shelves, filling to the required standards and assisting with the Stock counts.
- Ensuring that all products and displays are maintained to the highest standards of Customers satisfaction.
- Welcoming customers into the store.
- Promoting special sales, offers and awareness of store loyalty program.
- Accepting and processing orders, operate the POS register and resolve returns issue

Van Salesman & Driver

Energizer Philippines

December 2014 – August 2016

Duties & Responsibilities

- Develop good relationship with colleagues building a working together approach in order to ensure delivery in the approved sales plan.
- Delivered budgeted sales and margins. As per the agreed annual sales plan.
- Make the agreed number of weekly sales calls, to existing and potentials customers.
- Ensure that all relevant market information in your specific sale area is gathered. Communicated and actioned so that new profitable sales are delivered.
- Identify new business opportunities within your specific area and take responsibility for personally closing those opportunities out.
- Review the implement in conjunction with your manager the most effective methods of approaching new customers.
- Engage in up –selling / cross-selling other company products when appropriate.

Merchandiser cum Driver

Johnson & Johnson Philippines

January 2012 – July 2014

Century Pacific food Inc.

December 2010 – December 2011

Duties & Responsibilities

- Working in collaboration with the buying teams and distributions, analysis, store supplier.
- Planning product lines, ranges, displays, promotions and sales.
- Determining the right quantities and prices for all products lines and ranges.
- Responsible for setting prices in the store to maximize revenue and profitability.
- Design and plan store layouts and displays to maximize retail sales.
- Producing sales and stock plans, sales, forecast and figures for new ranges.
- Accountable for controlling stocks levels and range.
- Checking all the product expiry, FIFO or FEFO.
- Analyze product movement and make suggestions to increase sales.
- Maintain inventory accuracy by working with retail store staff on accounting for Display Products.

DECLARATION

I hereby certify that all information given is true and correct to the best of my knowledge and belief.

Mel Mhelmark C. Ignacio