**EDVERT KEN L. ENDING**

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Visit Visa Valid until February 2020

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Career Philosophy

‘’I am a relentless pursuit of excellence. I ensure that I am able to consistently assert my commitment to world class quality in everything that I do – be it through customer interface, team dynamics, or exceeding sales expectations.’’

**WORK EXPERIENCES:**

**April 2018 up to present**  **LUCKY FORTUNE BUSINESS VENTURES INC.**

Philippine Stock Exchange, Ortigas Centre, PHILLIPINES

*Position:* **SALES ASSISTANT (STORE IN CHARGED)/ CASHIER**

*Duties & Responsibilities*

* Provide professional and effective services to the customers.
* To explain the customer on how to play the game that they choose or the ticket that they bought.
* To conduct an inventory especially for our instant ticket to ensure the completeness of our product from time to time.
* To speak positively and enthusiastically about the company and its product and services to ensure that a professional company and brand image is provided at all times to customers and colleagues.
* Over all in charge of the store specially the cleanliness of the store and to ensure the safety of and security of our store specially before we leaved the store during the closing time.
* Reliever from the other stores during lack of personnel especially our co regular employee are not present on his/her store.
* Doing office reports to be submitted every Monday to our Head office
* Overall care of staff and there well- being.
* Product management including ordering, receiving, handling damaged product and returns.
* Problem solving, handling unusual circumstances.
* To make sure satisfied customer by good entertaining them and to secure the big money by always close the door and when leaving the store in night.
* Deposit cash sales every day to the company bank account.

**April 2016 to October 2017**  **MULTI- STORES CORPORATION- SM DEPARTMENT STORE**

The SM STORE Cebu, PHILIPPINES

*Position:* **WAREHOUSE CLERK/ SECRETARY**

*Duties & Responsibilities*

* Handling company incoming and outgoing merchandise.
* To verified or check the documents of our supplier to ensure that those deliveries is intended to delivered in our store.
* Preparing documents such as Bill of lading and Van shipment report for our back loading of merchandise.
* Checking stocks discrepancies to each department.
* Checking the stocks that the supplier delivered to us to ensure the completeness of the product and to ensure that all items are in good condition.
* Conduct inventory to ensure the completeness of our stocks based on the system quantity versus the actual or on hand items.
* Doing billing request to our major consignors to be charged for using the company vehicle during branch stock transfer from the other stores.
* incharged to monitor the attendance of all warehouse personnel specially the scheduled everyday of our warehouse personnel if they were having a changes of our schedule.
* I was the one who in charged in preparing our important documents to be shipped to our Head Office.
* Maintaining and setting up documentation and control procedures.

**July 2015 to February 2016** **CEBU DEVELOPMENT CORPORATION**

Centro Mandaue City, Cebu-PHILIPPINES

*Position:* **SALES ASSISTANT**

*Duties & Responsibilities*

* Give answers to customer questions or concerns related to the product and demonstrate good knowledge of the product.
* Assisting the customer needed or the product that they want.
* Give the customer a good customer service.
* Conduct daily inventory for the completeness of the product.
* To ensure the cleanliness of the area and to organized all our items displayed in the selling area.

**EDUCATIONAL ATTAINMENT:**

**GRADUATE IN 2015 BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**

Sacred Heart College, Calamba, Misamis Occidental, PHILIPPINES

**PERTINENT SKILLS:**

* Proficient in MS Word, Power point and Excel
* Inventory Coordination

**PERSONAL INFORMATION:**

Age: 25 years old Date of Birth: October 31, 1994 Civil Status: Single Nationality: Filipino

Language spoken: English, Tagalog, Cebuano Religion: Catholic

***References and other information upon request***