

Career Objective

To pursue a career in a challenge work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.

Contact Info



Phone

+971 54 304 0521



Mail

abegailbarandino@gmail.com

Personal Info

Nationality Filipino
Marital Status Single
Date of Birth Oct. 14, 1992

Skills

Computer Literate, MS Office,
MS Word 50-60 WPM, MS
Excel and MS PowerPoint
Can communicate efficiently
Hard working
Can work with less supervision
Flexible
Willing to be trained

Language

English
Tagalog

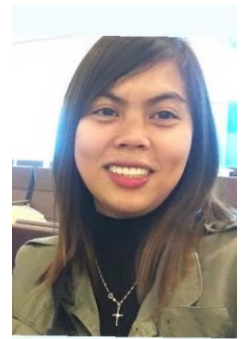
References:

Available upon request.

I hereby certify that all the above information is true, through the best of my knowledge.

ABEGAIL ALCAZAR BARANDINO

Address: Hazza Bin Zayed 1st St. Abu Dhabi, UAE
Mobile: +971 556573835



Education

B.S. in Business Administration - Samar College (2015)
Secondary Education - Samar National High School (2009)
Primary Education - Catbalogan Elementary School (2005)

Work Experience

Fuji Hayatt Elevator and Escalator – Khalifa St. Al Ain, UAE

- **Warehouse Associate July 2019 – Feb 2020**
Manage inventory and inventory operations for a vast variety of businesses and provide products and materials to clients. Provide Necessary assistance to the Maintenance Team.
- Warehouse and Store Room Record Inventory
 - Receives and relays messages and emails.
 - Verifying Quantity with invoice and comparing quality with old stock.
 - Receiving all intended parts and confirming quality and quantity , to issue out materials through proper documentation
 - Preparing the purchase request
 - Receiving all Shipments parts and Spare Parts
 - Maintain and Updated Stocks in ERP
 - Acquire knowledge of the product
 - Deals with Customers and Suppliers
 - Monitoring the use of parts
 - Monitoring and Follow Shipment online site and involved in third party
 - Resolved and handled complaints of the clients over the phone

Logistics Forwarder Corporation (LFC) – Philippines

- **Warehouse Branch Manager June 2015 – December 2018**
Manage all the Warehouse Incoming and Outgoing stocks
- Maintain a neat organized storage yard
 - Handle Operations in Warehouse
 - Making sure products are picked and stacked to the highest standards.
 - Organizing the moving and storage of cargoes
 - Ensuring that delivery vehicles are unloaded and loaded safely
 - Managing team through a number of supervision