

JENORITO MINOR MAGHANoy

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Job Objectives

Flexible and able to deal with all levels of organization, willing to learn and experience challenging tasks for professional and personal development.

To seek a job in a competitive, where my knowledge and ability can be expand and exploited to the optimum benefit of the organization.

Work Experience and Responsobilities

Liberty Automobiles Co. LLC.

Designation: Jr Sales Executive (retail/wholesale and workshop counter)
(MARCH, 2014 – MAY, 2019)

- Assisting the customer by greetings, listening and understanding their needs or requirement.
- Using Autoline/EPC catalog parts and ERP/SAP stock ordering system for the customer transaction and estimation of the merchandise or parts.
- Familiarize and replenish the display for new upcoming promotion, AC DELCO lubricants and merchandise or spareparts as per store guidelines.
- Demonstrate and give advice the correct usage and benefits of the lubricant products.
- Making estimation for the workshop counter or retail customer as per request.
- Raising the invoice to the POS after closing deals and ensure the Local Purchase Order (LPO) is attached.
- Work closely with my colleagues to determine the objectives/strategies of the sales team and managers.
- Reporting to the sales manager for the sales target and upcoming sales.
- Knowledgeable in american, japanese and european spareparts.
- Built and developed strong ralationship to the new customer.
- Keep working area clean and well organize and locate all loose stock to the bin location.
- REASON FOR LEAVING: **Change Company Dealership/New Owner.**

Liberty Automobiles Co. LLC.

Designation: Assistant Store Keeper
(MAY, 2012 – MARCH, 2014)

- Load and unload the merchandise or parts from the deliveries.
- Arranging the stock to the shelves and maintain orderliness as per warehouse guidelines.
- Ordering merchandise or parts thru SAP or ERP system and invoice as well.
- Packaging, tagging bar code price or changing price to the merchandise or parts.
- Familiarizing the stock arrangement and location merchandise or parts.
- Forklift the pallets and arrange as well.
- Maintain the cleanliness of the warehouse, shelves and assign areas.
- Monthly inventory and discrepancies for all the merchandise stock thru help of IMS system.
- REASON FOR LEAVING: **Promoted as Jr. Sales Executive.**

SM Mart Incorporated – (Manila City, Philippines).

Dated: (AUGUST, 2002 – JANUARY, 2003)

Designation: Stock Clerk

- Load and unload the merchandise or box from the deliveries.
- Arranging the stock to the pallet and maintain orderliness as per warehouse guidelines.
- Ordering merchandise thru ERP/SAP system and raise invoice as well.
- Packaging, counting and tagging price of the merchandise and arrange as well.
- Maintain the cleanliness of the warehouse and designated areas.
- Monthly counting inventory for all the merchandise stock thru help of IMS system.
- REASON FOR LEAVING: **Finished Contract.**

EDUCATIONAL ATTAINMENT

COLLEGE: **E. RODRIGUEZ- INSTITUTE OF SCIENCE & TECHNOLOGY
(BSIT)Automotive Engineering
1999-2003 (Under Graduate)**

SECONDARY: **ESTEBAN ABADA HIGH SCHOOL
Fourth Year High School
1992-1996 (Graduated)**

PERSONAL INFORMATION

- **Nick Name** : **"HENRY"**
- **Passport No.** : **EC7957936**
- **Visa Status** : **VISIT VISA till (22 Mar. 2020).**
- **Marital Status** : **MARRIED**
- **Sex** : **MALE**
- **Nationality** : **FILIPINO**
- **Date of Birth** : **SEPT. 25, 1979.**
- **Birthplace** : **Manila, Philippines.**

SKILLS and ABILITY

- Strong english communication skills by reading and writing
- Internet researching and browsing.
- Intermediate Microsoft word and Excel.
- Forklift Operator but (no liscence).

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

Mr. Jenorito Minor Maghanoy
Applicant: