

MARK DAVID APOSTOL

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Admin staff, Warehouse,
Logistic, Inventory,
IT Support,
Production Staff

OBJECTIVES

Seeking a challenging position in a reputed organization where can learn new skills, expand my knowledge and leverage learning's and to get an opportunity where I make the best of my potential and contribute to the organization's Growth.

WORK EXPERIENCE

T Choithrams and Sons

May 2023 – May 2024

Logistic Cum Inventory Assistant

Responsible for keeping track of and managing orders in stores, warehouses and other facilities. In addition, they sign off on shipments to facilitate sales while counting current product inventory. The logistics assistant, also known as logistics officer or logistics manager, assists the logistics manager in managing the company's flow of goods. From preparation to delivery, via coordination, he or she ensures that the various stages of the logistic process run smoothly.

Seaoil Philippines

Aug 2022 -Jan2023

Admin Staff/Station Head

In charge of day-to-day operations, which can include inventory, employees scheduling, hiring and training, ordering and receiving supplies and offering Promotions? Also create and meet budgets, maintain pumps and fuel supply and regular report to company executives. In addition to basic operations, must ensure that safety protocols is followed by both employees and customers and keep an eye on fuel prices, which fluctuate daily according to the market, and apply those prices to the gas sold at the station.

DaTian Subic Shoes Inc.

Sept 2019-June 2022

Logistic/ Warehouse Staff

Responsible for receiving incoming materials and organizing stocks. Maintaining the Tally of inventory. Responsible for performing an array of duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock.

Cresc Inc. – AZ Contracting System Service Inc.

June 2014 – Mar 2015

Production Staff

Work under the guidance of Supervisor to perform and complete the assigned duties in timely manner. Setting up monitoring and maintaining machines used in production lines.

SM Department Store

Nov 2008 – Feb 2010

Sales Staff/Sales Executive

Selling products and Services using solid arguments to prospective customers, demonstrate and explain products, methods, or services in order to persuade customers to purchase products or utilize services.



ACADEMIC BACKGROUND

Bachelor of Science in Information Technology
COMTEQ COMPUTER AND BUSINESS COLLEGE
2018(Graduated)

Associate Degree in Computer Science
ASIAN INSTITUTE OF COMPUTER STUDIES
2013(Graduated)

Bachelor of Science in Civil Engineering
TECHNOLOGICAL INSTITUTE OF THE PHILS.
2011(Under Graduate)

SKILLS

- Organizational
- Communication
- Inventory Control
- Customer Service
- Management
- Programming and Coding
- Troubleshooting
- Technical Knowledge
- Networking
- Software Testing
- Media Skills
- Photographer
- Mobile Robotics
- Graphic Designing