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**Terrence Guntan Abanto**

22g.J.Santillan St.Navotas,

Philippines, 1485

Phone No.: (63) 398-59-73

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**PERSONAL INFORMATION**

Permanent Address : 22g.J.Santillan St.San Jose Navotas City, Philippines, 1485

Birthdate : september 10 1980

Birth Place : Navotas City, Manila

Height : 5’5 ft.

Weight : 160 lbs.

Sex : Male

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

**EDUCATIONAL BACKGROUND**

**Elementary**  **Year [From] - [To]**

 School: Navotas Elementary School Manila 1987 – 1993

 Address: Sampaloc,Manila Philippines

**Secondary**

 School: Navotas National High School 1993 - 1998

 Address: Tangos Navotas, Manila Philippines

**College**

 Course: Short Course,(I.T)basic computer learning july 2014 – october 2014

 School: Perpetual College Manila

 Address:1213 concepion St. Sampaloc ,Manila, Philippines

**EMPLOYMENT HISTORY**

Position: Section Head Checker/Sales Representative/Warehouse Plant Keeper

Company: Frabelle China Corporation(frabelle fishing corporation.)

Address: 1051 North Bay Blvd Navotas

Date: January 2016– July 31 ,2017

Reason for Leaving: looking for much better opportunities

Job Description / Duties and Responsibilities:

* Assigns and gives instruction to checker for they designated storage plant before start the operations
* Ensures that all inbound and outbound movements of stocks are properly accounted for.
* Delegates and assigns tasks to subordinates,
* Ensures that first expiry,first out method is properly implemented to avoid quality deterioration of products leading to company losses,
* Ensure and maintain the optimum utilization of warehouse plant space for proper order picking and processing,and make sure that needed space are available,
* On time for inbound shipment which will speed up unloading of products.
* Controls and monitor inventory to avoid pilferage and mussing stocks.and makes sure that this us free from error and accurate.
* Ensures that all products intended products for selling,delivery or pick up are in good quality and box is in good **condition.**
* Gives suggestion for better working operations.
* Reports any irregularity to superior to appropriate action.

Position: Probationary Section Head Checker/Sales Representative/Warehouse Keeper

Company: Frabelle China Corporation(frabelle fishing corporation)

Address: 1051 North Bay Blvd Navotas .City, Philippines

Date: August 1 2015 – January 2016

Reason for Leaving: Promoted to Section Head

Job Description / Duties and Responsibilities:

* Inspect checkers warehouse plant position for they daily operations,
* Inspect all incoming and outgoing products are in good condition.
* Monitoring and inspect stocks of good and bad quality and immediately separated it.
* Reconcile all documents needed by the office,

Position: Checker/Sales Representative/Warehouseman

Company: Frabelle China Corporation

Address: 1051 North Bay Blvd Navotas City, Philippines

Date: August 1 2012 – August 14 2015

Reason for Leaving: Promoted to Probationary Section Head

Job Description / Duties and Responsibilities:

* Get all orders of frozen fish from all customer.
* Pick and selling orders of frozen fish from warehouse plant.
* Maintain smooth operation
* Re-box and pack properly items that has damage boxes.
* Keep warehouse plant clean and neat.
* Submit all documents needed by the office.

**TRAININGS / SEMINARS ATTENDED**

Training Center: Rafael M.Pefianco Consultancy Duration: April 27. 2012

Address: 241. Language Internationale Building.926 Arnaiz Ave Makati City, Philippines.

Title: Basic warehouse operations and inventory.

**SPECIAL SKILLS / INTERESTS**

* Skilled in warehousing operations.
* Skilled in pick.pack.label.sort products of good and bad quality
* Easy to instruct and easy to deal to follow the instructions of supervisor.
* Well-versed in oral and written in Filipino.

**CHARACTER REFERENCES**

Mr. Paolo Valera

Assistant to the general manager

Concord fishing and canning corporation

Mobile # (63)9178784507

Albert Belmonte

Storekeeper

Metro tiles

Mobile #(63)9228506743

Terence Limchiko

General Manager

Frabelle China Corporation

Mobile #(63)9178588519

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 Applicant’s Signature