



ROBERT NIELSEN M. CRISOSTOMO

OBJECTIVE

To have a responsible position in a dynamic organization wherein I may utilize my experience, education and talents and provide an opportunity for personal advancement while making a real contribution to the growth of the organization.

CONTACT

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EDUCATION

Elementary 1988- 1994
Our Lady of Caysasay Academy (OLCA) Taal, Batangas
Secondary 1994- 1998
Our Lady of Caysasay Academy (OLCA) Taal,Batangas
Tertiary June 1998- May 2003
AMA Computer College, Batangas City
Bachelor of Science in Electronics Communication Engineering

WORK EXPERIENCE

Warehouse In charge(Part time)
Tea Land Trading LLC Dubai
January 2023 up to May 2023

Duties

- Receiving shipments accurately and coordinates with accounts manager if there is any discrepancy
- Repacking items as per customer request
- Processing orders through Quickbook system
- Issuing Stock transfer and LPO on Quickbook system
- Stock monitoring through manual checking and through Quickbook system
- Allocates area for waste and return items
- Coordinates with accounts manager for waste and damage items for throwing and return to supplier
- Supervised and trained 4 warehouse staff with strong record of meeting schedule, performance goals and safety protocols
- Set up practicies and strategy to cut down damages in the warehouse
- Manage day to day operation of warehouse including freight and parcel shipments, returns and transfer

Supervisor
International Grand mart Department Store
Al Ain UAE

June 1, 2016 up to Aug.30 2018

Duties

- Supervised and trained 9 staff with strong record of meeting schedule and performance goals
- Ordering through Gravity system and calling supplier for stock availability
- Receiving shipments through manual counting and scanning by PDT/LDT and entering in the system
- Checking the movement of the items by checking in Gravity system
- Update daily prices if there is any change in price and report directly to Store manager
- Arranging schedule for the staff as per shift
- Follow up with the suppliers for the deliveries and returns
- Dealing with the suppliers for promotions and discounts
- Provide accurate inventory report and look for any descripancies
- Allocates place for waste and return area
- Identify damage items and put on waste and return area for waste and return to supplier

TRANINGS & SEMINARS

- Networking - February 8, 2002
- Aeronautical Navigation - March 5, 2002
- Multi Media - March 9, 2002
- Tele-convergence 7 Career Orientation - March 16, 2002
- Voice of America Communication World - March 21, 2002
- Leadership Seminar - April 5, 2002
- Mobile-Data Communication Security - September 1, 2002

KEY SKILLS

- Customer Service
- Time management
- Store Operation
- Multi Tasking
- Decision Making
- Organizational skills
- Excellent written and verbal communication skills
- Quick book system knowledge
- GIMA System knowledge
- Oracle system knowledge

PERSONAL DATA

Visa Status - Visit Visa
Nationality - Philippines
Date of Birth - November 24 1981

SupervisorCamping, Stationary - Light Household Department

Carrefour Jimi Mall Al Ain UAE

Feb 2015 up to November 30, 2015

Duties

- Plan, forecast and review product sales and assure appropriate product positioning,
- Conduct ongoing market research focusing on consumer trends, competitive programs
- Give instructions to merchandiser and staff for their daily duties and responsibility
- Building strong, positive relationships with Brand Principals
- Arrange schedule for the staff and merchandisers
- Checking stock movement and sales through Gima system
- Follow the standards management rules provided by the company
- Identify damage items and put on waste and return area for waste and return to supplier
- Check accurately all items received by the receiving team to avoid descripancy and damage

Supervisor TV HIFI & Photo Section - Heavy Household Department May

Carrefour Jimi Mall Al Ain UAE (2010 - Feb 2015)

Duties

- Plan, forecast and review product sales and assure appropriate product positioning
- Conduct ongoing market research focusing on consumer trends, competitive programs and customer developments
- Give instructions to merchandiser and staff for their daily duties and responsibility
- Building strong, positive relationships with Brand Principals
- Arrange schedule for the staff and merchandisers
- Checking stock movement and sales through Cyrus system
- Follow the standards management rules provided by the company
- Identify damage items and put on waste and return area for waste and return to supplier
- Check accurately all items received by the receiving team to avoid descripancy and damage

Salesman,Office Automation & Mobility Section – Heavy Household
Carrefour Jimi Mall Al Ain UAE (June 2005 - May 2010)

Duties

- Guiding and assisting customer as per customer needs
- Displaying new items as per section manager and company
- Arranging warehouse and selling area as per company and civil defense rules and policy