

Anthony C. Soon

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OBJECTIVE

To pursue a rewarding career where can I apply the skills and knowledge I have gained from my work experience. To challenge my analytical, management and interpersonal skills that will help me achieve my personal as well as organizational goals.

EDUCATION

2005 – 2008

DE LA SALLE – COLLEGE OF SAINT BENILDE

Bachelor of Science in Business Administration, Major in Computer Applications.

Three times – Dean's Lister

WORK EXPERIENCE

October 2016 – Present

Malca-Amit USA LLC

Import and Export

- Efficiently and effectively assist customer with their needs. This prevents unnecessary delays in clearing shipments with customs.
- Flawlessly input import details from other stations, which makes delivery on time, and avoid wrong deliveries.
- Maintain good relationship with new and current customers by gaining their trust and loyalty.
- Coordinates with different stations and department with customer's special requests and provides tailor-made service.
- Maintains good relationship with airline carrier.
- Makes sure to comply with TSA requirements.

March 2012 – August 2016

Heatgear Trading

Assistant Operations Manager

- Properly allots manpower to prevent additional operational expenses and deliver orders on time.
- Makes sure all stocks are accounted for to prevent missing and damage items.
- Maximize sales by have more than 40% margin.
- Overlook purchase orders and makes sure the merchandise's quality and quantity are properly met.
- Makes sure to deliver 95%-100% of order quantity to maximize sales.
- Strictly implementing marketing strategy.
- Encourage and motivate my personnel to work better and increase their confidence.

Resume of Anthony C. Soon

June 2009 – December 2011

Giordano Philippines
Store Manager II

- Achieved 80% in sales growth per year.
- Responsible in handling day-to-day store operations.
- Make sure stocks are properly display, which makes it attractive to customers.
- Gaining regular customers.
- Training managers and sales associates.
- Execute and maximize sales and marketing promotion.
- Competitive with other branches. Always on the top 3.

January 2008 – March 2008

Yehey Philippines
On-the-Job Training under Channeling Department

- Update websites' content (News, Movies, foods, etc).
- Handles paperwork and filing
- Participates as company representative on some marketing events.
- Quality test on new released web pages and apps.

TRAINING SEMINARS ATTENDED

- Asia Institute of Management – Management Seminar (2014)
 - Held 2-day seminar for top management (for our company's SWOT analysis and it's assessments)

SPECIAL SKILLS AND QUALIFICATIONS

- Novice programming skills – C# and MS SQL.
- Advance knowledge of Microsoft Office – Word, Excel, and PowerPoint.
- High proficiency in mathematics.
- Proficient in written and oral communication skills.
- Business skills such as accounting, business, and finance.
- Problem solving and decision-making
- Time management.
- Leadership and strong work ethic.
- Teamwork and Adaptability

REFERENCES WILL BE SUPPLIED UPON REQUEST