# C:\Documents and Settings\Warehouse\Desktop\Me.JPGJOBERT ZAMUDIO MILLA

**# 40 General Ordoñez Street, Marikina Heights, Marikina City**

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To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other employees. To give excellent performance, and to translate my experience, knowledge, skills and abilities into value for the organization.

**PROFESSIONAL EXPERIENCE**

**Shoemaker’s Shop Inc.( Licensee of Hush Puppies Philippines) April 2014-Present**

**Inventory Management Coordinator**

• Compares inventories to office records or computes figures from records, such as repeat orders, delivery records, and shipment report to obtain current inventory.

• Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.

• Prepares reports, such as inventory balance, item journals, damaged report, and shortages.

• Prepares list of depleted items and recommends survey of defective or unusable items.  
• Identify and deliver various stocks for all boutiques and department stores and perform quality checks according to company policies and procedures.   
• Maintain inventory control and evaluate all data for stocks inventory.   
• Perform regular Delivery Receipt checking on all Boutiques and and Department Stores to verify that all deliveries are properly delivered.  
• Monitor and validate all inventories, perform cycle count of all products and perform monthly short dated checks.   
• Maintain accuracy of all counts and ensure authenticity of all information.   
• Maintain log of all records and update all requisitions to ensure efficient stocks transfers.   
• Assist to maintain stock at appropriate location in warehouse and rotate stock to remove all old stock.   
• Prepare stock status reports and perform physical inventory counts and maintain count of all merchandise and prepare reports for all shortages.   
• Maintain inventory of all office records and delivery receipt and compare current inventory and evaluate all stock to ensure absence of all discrepancies.   
• Train all employees to efficiently manage all inventory tasks and perform all establish procedures.

**Shoemaker’s Shop Inc. (Licensee of Hush Puppies Philippines) June 2011- March -2014**

**Documentation Clerk/Staff**

• Formulating Report such as Delivery Receipt for 3 Companies consisting of almost 150 stores.

• Ensuring that the documents of Delivery Receipt, Shipments, Sales Invoice, Transmittal Damaged Report, and Item Journal Report is properly filed.

• Posting of daily Delivery System Transaction for 3 companies.

• Consolidating report such as Summary of Deliveries, Shipments, Pull out Report.

**Rentokil Initial Philippines March 2014 to April 2011**

**HR Staff**

•Formulating Monthly Government Obligation such as SSS, Pag-ibig and Philhealth.

•Ensuring that the contribution is properly infiltrated.

**EDUCATION**

**Our Lady of Fatima University** **June 2014-Present**

**Master in Business Administration**

(Master’s degree Level)

**Pamantasan ng Lungsod ng Marikina**

**Bachelor of Science in Business Administration major in Marketing** **2007-2011**

(Tertiary Level)

**Sta Lutgarda National High School** **2002-2006**

(Secondary Level)

**Sta Cruz Elementary School** **1996-2002**

(Primary Level)

**TRAINING AND SEMINAR**

**Leadership and Management Development Program**

Shoemaker’s Shop Inc. (Licensee of Hush Puppies Philippines)

#23 Guerilla Street, to Niño, Marikina City

**Microsoft Dynamic Navision (NAV)**

Shoemaker’s Shop Inc. (Licensee of Hush Puppies Philippines)

#23 Guerilla Street, to Niño, Marikina City

**Rentokil Initial (Philippines) Incorporated**

#104 E. Rodriguez Jr. Ave.Brgy. Ugong Pasig City

(HR Department)

**Sta. Lucia Realty and Development Incorporated**

Marcos Hi-way cor Felix Ave.Cainta Rizal

(Waterworks Department (Billing Section)

**AFFILIATES:**

**Junior Marketing Management Association (JMMA)**

Pamantasan ng Lungsod ng Marikina

Member

**Graduate School Student Officer (GSSO)**

Our Lady of Fatima University

MBA Department Representative

**PERSONAL INFORMARTION**

Nickname: “Bhet”

Age: 24 years old

Date of Birth: March 08, 1990

Height: 5 feet 4 inches

Weight: 160 pounds

Marital Status: Single

Religion: Roman Catholic

**CHARACTER REFERENCES:**

ED REYES WARAHOUSE MANAGER 09985549327

JOANA SULIT SALES AND OPERATION MANAGER 09178653874

JANICE URZABIA SYSTEM AND PROCESS OFFICER 09228835681



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