



Raoulyn Lois NONOY

Computer Operator/
Warehouse Manager

Contact

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Technical Profile

- Microsoft Office
- Warehouse Manager
- Merchandising
- Gold Appraiser
- Cash Handling
- Money Exchange Teller
- Basic
- Google Docs
- Visual Basic
- Adobe Photoshop

Knowledgeable Computer Operator effective at setting controls and running specific daily tasks. Collaborative and communicative with proven history of quickly fixing minor issues and helping resolve more advanced problems. Meticulous in data management procedures.

A warehouse Manager who is a strong, efficient and highly organized Stock Control Specialist that blends superior customer service and strong operational acumen to achieve challenging objectives. Proficient in use of wide range tools and equipment including power jacks and other warehouse power equipment. Work collaboratively with teams in safe, timely, and effective relocation of products.

Work History

2018-02 – 2023-04	Computer Operator/ Pawnshop Branch Manager <i>Palawan Pawnshop and Palawan Express Pera Padala, Cagayan De Oro City, Misamis Oriental, Philippines</i> <ul style="list-style-type: none">• Accepts and processes deposits, withdrawals, transfer, checking cashing, money transfer remittances, and loan payment and advances.• Displaying Jewelry for Sale. Helping customers with pawns, sales and buys. Helping customers paying bills.• Documented discrepancies, referring discovered issues to supervisor for remediation.• Complied with data entry quotients to support time-sensitive project input milestones.• Reacted calmly during times of highly stressed or emergency situations.
2016-01 – 2017-12	Warehouse Manager/Worker <i>Republic Biscuit Corporation, Alae Bukidnon, Philippines</i> <ul style="list-style-type: none">• Preparing and completing warehouse order for delivery or pickup according to schedule.• Receiving and processing warehouse stock products.• Performing warehouse inventory controls and keeping quality standards high for audits.

Competencies

Technical Writing

Hardware and software installation

Troubleshooting

Languages

English

Tagalog

Cebuano

2015-04 -
2015-12

Database Encoder

Local Government Unit Kolambugan, Kolambugan
Lanao del Norte, Philippines

- Used equipment properly to avoid workplace hazards or injuries.
- Encodes information from department forms into the data system to ensure information is accurately processed.
- Verifies specified jobs to detect and correct possible encoding or other errors to ensure data is error free.
- Configured hardware, devices, and software to set up work stations for employees.
- Installed, configured and maintained computer systems and network connections.

2015-06 -
2015-11

Restaurant Cashier/Waiter

D’ Pizza Kolambugan (Part Time Job) Kolambugan,
Lanao del Norte

- Providing excellent wait service to ensure satisfaction.
- Taking customer orders and delivering food and beverages.
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons.
- Operates a cash register, communicates with customers, and assists other restaurant staff as needed.
- Processing credit card payments, accepting cash payments and making change, and using a point of sale (POS) system for transactions.
- Involve greeting guests, helping resolve customer complaints, and maintain knowledge of the menu and sales policies.

Education

2011-06 -
2015-03

Bachelor of Science: Computer Science

Mindanao State University Maigo - Maigo, Lanao Del Norte

Accomplishments

- Computer and technology knowledge.