



KARL JHON LASTIMOSO

📍 Abu Dhabi, UAE

☎ +971 50 617 30 28

✉ karljhon.kl@gmail.com

PERSONAL DETAILS

- Nationality : Philippines
- Gender : Male
- Date of birth : 05/11/1999
- Marital Status : Single
- Languages : English, Tagalog

PERSONAL SKILLS

- Good Co-ordination and Communication skills
- Energetic, self-motivated and hard working.
- Friendly & Ability to build relation with people.
- Problem-solving ability.
- Leadership skills.
- Time management skill.

PASSPORT DETAILS

- Passport No. : P8374473A
- Issue Date : 16/08/2018
- Expiry Date : 15/08/2028
- Visa Type : Visit Visa

CURRICULAM VITAE

CAREER OBJECTIVE

Seeking a challenging position taking in to consideration of my qualification, experience and acquired skills. Eager to achieve goals, meet targets and deadlines being part of a team or a concern.

WORK HISTORY

- ✚ Company : Juan Jamora Jr. Enterprises Inc Philippines
- ✚ Position : Procurement Assistant
- ✚ Duration : 2023 -

- ✚ Company : Legayada Poultry Farm Philippines
- ✚ Position : Accountant Assistant/Manager Assistant & Representative
- ✚ Duration : 2018-2023

DUTIES & RESPONSIBILITIES: - PROCUREMENT ASSISTANT

- Research and identify potential suppliers/vendors. Obtain price quotations and negotiate terms and conditions. Maintain a comprehensive supplier database.
- Assist in the creation and processing of purchase orders. Review purchase orders for accuracy and completeness. Track and monitor order status to ensure timely delivery.
- Liaise with suppliers to resolve order discrepancies or issues. Communicate delivery schedules and expectations to suppliers. Maintain positive relationships with vendors.
- Monitor and update inventory levels to avoid stockouts. Assist in conducting regular stock counts and reconciliation. Coordinate with relevant departments to manage surplus or obsolete inventory.
- Maintain accurate procurement records, including purchase orders and contracts. Organize and file procurement documents for easy retrieval. Prepare reports and summaries as needed.

DUTIES & RESPONSIBILITIES: - ACCOUNTANT ASSISTANT/MANAGER ASSISTANT/REPRESENTATIVE

- Handling the daily affairs of sales and responsible regarding the customer satisfaction.
- Handling the customers in a fresh and cool manner.
- Committing the date of delivery and arrange the same afore said
- Welcome customers with a smile as they enter into premises
- Proactively ask customer how they can be assisted
- Provide customers with product information that they need
- Manages employee work schedules.
- Maintains office/store performance.
- Supports management in leading the team

EDUCATION

- Central Philippine University
- Bachelor of Science in Business Administration Major in Business Management

DECLARATION

I hereby declare that all the information and facts given are true and complete to the best of my knowledge.

KARL JHON LASTIMOSO