



## CONTACT



0504405709



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Hamdan St. Hyderabad  
Building Abudhabi

## EDUCATION

**Premiere Computer Learning Center**

**Computer Hardware**

**2003-2005**

## SKILLS

- PROCESSING
- SPREADSHEETS
- EMAIL MANAGEMENT
- COMPUTER LITERATE
- PRESENTATION COMPETANCY
- RESEARCH EXPERTISE
- MS OFFICE

## LANGUAGES

- English

# Randy Besmonte

## PROFILE

I intend to work in a challenging environment where I could get an opportunity to learn, and develop my skill for the growth of the company particularly when dealing multiple projects and priorities at the same time.

## WORK EXPERIENCES

**Nonpareil International Freight & Cargo Services Inc**

**Inventory Control / Warehousing**

**2016-2018**

### Duties and Responsibilities

- Ensuring accurate tracking of stock levels.
- Maintaining optimal inventory levels to prevent overstocking or stockouts.
- Conducting regular inventory audits and cycle counts to verify accuracy
- Receiving goods and materials from suppliers.
- Verifying shipments for accuracy in quantity and quality.
- Updating inventory records in systems or databases.

## TAMBUNTING PAWNSHOP

**Western Union / Transfast Transaction / Palawan Express Padala**

- Process payments received from customers, vendors, or other stakeholders.
- Confirm payment amounts, methods, and accuracy.
- Reconcile incoming payments with corresponding invoices, orders, or statements to ensure they are correctly matched.
- Record payments and remittances in the company's accounting or financial systems, ensuring accurate tracking of transactions.
- Investigate and resolve any discrepancies between remittance amounts and invoice totals.
- Communicate with customers or vendors regarding incorrect payments or missing funds.

## TAMBUNTING PAWNSHOP / MONEY CHANGER

- Exchange different currencies for customers, ensuring accurate conversions based on current exchange rates.
- Calculate transaction amounts, including any fees or commissions, and ensure that customers receive the correct amount in their desired currency.
- Provide information to customers about exchange rates, fees, and services offered.
- Inform customers about any rate changes or trends that may affect their transactions.
- Maintain accurate records of all transactions for audit purposes.
- Generate reports on daily transactions, currency exchanges, and cash flow to submit to management or regulatory bodies.

## REFERENCE

Rachelle Rosero  
Shop Assistant  
Phone : 0547267529

Rannie Besmonte  
Shop Assistant  
Phone : 0524168271