

MARK ANTHONY M. BARCELO

LICENSED CUSTOMS BROKER



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I always dreamed of becoming a successful person by becoming an efficient and performing employee. I would love to take all the opportunities as possible and gain more experience. I always aim for success and work in a setting where I can grow professionally and learn new things that will benefit the company.

WORK EXPERIENCE

Logistic Staff for Distribution

August 2023 - October 2024

Stratlink Distributors Incorporated | Davao, Philippines

- Responsible for ensuring that goods are received, stored, and delivered efficiently to meet customer demands while maintaining accuracy and compliance with relevant company regulations.
- Maintain accurate records of inventory levels, including stock levels, product model specifications, availability, and locations; monitor and manage inventory to prevent overstock or stockouts; and reconcile discrepancies;
- Receiving and processing customer orders, ensuring accuracy and timeliness; picking, and delivering orders, adhering to established procedures; verifying dealer addresses, and selecting appropriate time and delivery methods.
- Conduct quality checks on incoming and outgoing goods; identify and report any damaged or defective products; collaborate with the quality assurance team and utilize the use of the checklist to maintain product quality on coming and outgoing finished goods;
- Prepare delivery documents, including receipts and other attachments; maintain accurate records of all delivery and inventory movements manually and real-time encoding on the system;
- Collect and analyze data related to delivery receipts, invoices, and inventory operations;
- Identify processes and inefficiencies and propose solutions for optimization, implement best practices, and streamline distribution processes;
- Address logistics-related issues promptly and efficiently; propose solutions to challenges that may arise during production and logistics processes.

Store Manager

January 2021 – July 2023

Irish Irish Online Shop | Davao, Philippines

- Responsible for directing Personnel
- Maintain and manage the store premises neat and clean
- Resolve and handle customer issues effectively
- Properly train employees according to their specific duties

Store Cashier

April 2019 - December 2020

Nailvue Dry Goods Trading

- Responsible for securing cash registers

- Cross-sell products and introduce new ones
- Collecting payments whether in cash or online payment
- Issue receipts and refunds

TECHNICAL SKILLS

- Proficient in Microsoft Word, Excel, and Powerpoint Presentation
- Scanning and Printing
- Video and Photo Editing

PERSONAL SKILLS

- Leadership Skills
- Can work Under Pressure
- Communication
- Dedicated and Hardworking
- Flexible
- Can work on shifting schedules, even on Holidays

EDUCATIONAL ATTAINMENT

Bachelor of Science in Customs Administration (BSCA)
Holy Cross of Davao College | Davao City, Philippines

2019-2023

CERTIFICATIONS

- Licensed Customs Broker (2024)
- Bookkeeping NC III (2019)
- 52 Hours Basic Computer Literacy
- Proficient in MS Office Powerpoint Application
- Proficient in MS Office Word Application
- Proficient in MS Office in Basic Computer Hardware

OTHER INFORMATION

- Languages: English and Filipino
- Holding Philippine Driver's License

CHARACTER REFERENCE

IRISH B FELIX

Irish Online Shop
 Irishfelix1992@gmail.com
 Owner

DEMAE JOHN B. PONDING

Nailvue Dry Goods Trading
 demoii218@gmail.com
 Owner

DON CHRISTOPHER ADOLFO

Stratlink Distributors Inc.
 don.adolfo@stratlinkdistributorinc.com
 Supervisor

I hereby certify that the above information is true and correct.


MARK ANTHONY M. BARCELO
 Applicant