

# FERDINAND G. RUFINO

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📍 102 Zakir Tower3, Al Taawun Sharjah, UAE



## Objectives

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills, while making a significant contribution to the success of the company.

## Work Experience

### ***C-Store Assistant (CSA)***

**ADNOC 183 Al Taawun, Sharjah**  
**January 2014 – January 2025**

- Provide excellent customer service by attending to customer's shopping needs and with their other concerns.
- I am highly proficient in terms of proper checking and receiving of stocks delivered by different suppliers.
- I do proper monitoring of different kinds of stocks inside the store.
- ❖ Preparing and making P.O. (Purchase Order) and GRN (Goods Return Note) for every supplier.
- Filing and documentation of purchased goods or goods return.

### ***Receiving Checker***

**Robinson's Supermarket - Nepo Mall**  
**Angeles City, Pampanga**  
**November 2002 – April 2003**

- Proper checking and receiving of goods and stocks delivered by different supplier.
- Invoice verifier.
- Ensure the proper safekeeping, orderliness and confidentiality of all files, records, supplies items and other assets of the branch.

### ***Pharmacy Assistant / Cash Clerk***

**South Star Drug Inc.**  
**Balagtas Bulacan**  
**April 2011 - March 2013**

### ***Pharmacy Assistant***

**Manson Drug Corporation**  
**Malolos City, Bulacan**  
**August 2005 - April 2011**

- Receives prescriptions from patients and verifies that required information is on the form.
- Rotates stock, moving older medicines to the front of the shelf so it is used before expiration date.
- Compiles daily statistics such as number of patients requesting prescriptions, new prescriptions received, and number of refill orders.

### ***RDU Checker***

**SM Supermarket**  
**SM City Pampanga**  
**February 2001 – August 2001**

- Proper checking and receiving of goods and stocks delivered by different supplier.
- Maintaining and updating stock inventory
- Daily inventory regarding bad order stock.
- Prepare monthly reports regarding BST (Branch Stock Transfer) reports.

## References

### **Mr. Anthony Tuble**

C-Store in-charge  
ADNOC 183 Al Taawun, Sharjah

### **Mr. Ryan Tison**

C-Store in-charge  
ADNOC 657 Al Wasit, Sharjah

## Educational Attainment

### **Bachelor of Science in Accountancy**

University of the Assumption  
City of San Fernando

## Seminars

### **Service Excellence Seminar**

May 2012  
Sponsored by: Manson Drug Corp.