

# AREM RUSSELE G. TARAPE



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Doha, Qatar

## SKILLS

- Proficient in MS Office
- Basic Troubleshooting of computer
- Computer literacy
- Cable management
- Organizational Skills
- Records & Document Management
- Typing speed
- Adaptability
- Fast Learner
- Multi-tasking skills
- Flexibility
- Attention to detail
- Have a knowledge in VLOOKUP
- Have a knowledge in SUMIF

## EDUCATION

### STI COLLEGE

Caloocan, NCR • 2019

**Bachelor of Science:** In  
Information Technology

## PROFESSIONAL SUMMARY

(Admin/Clerk/Warehouse  
Assistant/Data Entry)

An enthusiastic I.T graduate with the 4 year's experience as I.T Staff & Admin Staff, innovative and driven with passion for delivering high-quality work. Detail oriented and focused maintaining organization and identifying opportunities for process improvements.



## WORK HISTORY

**J & R FROZEN PRODUCTS TRADING (Office Admin Staff/Warehouse)**

**Caloocan City, Metro Manila • 11/2022 - 09/2023**

- Summarizing customer purchase orders and providing quotations
- Inquiring
- Prepares payments to suppliers.
- Assign ordering to the supplier and in-charge for the payment.
- Handling the inventory of incoming & outgoing goods.
- Monitoring stock levels and inventory
- Tracking orders and ensuring timely delivery
- Negotiating price changes with local suppliers
- Keeping records of orders placed and shipments received, updating inventory levels based on these records
- Communicating with customers about order status, answering questions about products and services, and resolving issues
- Preparing delivery note and customer invoices.
- In-charge of deliveries to the customers.
- Issuance of receipt to the customer & assign to collect the cash payment.
- Reconciliation of cash receipts.

**JENNSON PACKAGING CORPORATION - (Admin/Warehouse Assistant)**

**Ortigas Pasig City, Metro Manila • 01/2020 - 10/2022**

- Basic Computer Troubleshooting
- Encoding of previous and current transaction by month.
- Preparing & issuance of documents such as Delivery Receipt, Sales Invoice & Statement of Account.
- Receiving all the delivery receipt issued by the plant.
- In charge of quotation issuance to the client.
- Coordinator thru email of plant head requests to the approval of management.

## PERSONAL DETAILS

- Age : 26
- Birthdate : September 1, 1997
- Status : Single

- Monitoring of Purchased Order by client.
- Assign to check the importation of incoming goods.
- In charge of issuance of cheque payment using SAP.
- In charge of collection check payment to the clients.
- Canvassing & Purchase items requested by the boss.
- Filing all the receivables to the designated filing station.
- Assign by the sales coordination to follow up collection
- Canvassing & Purchase items requested by the boss.
- Filing all the receivables to the designated filing station.
- Assign by the sales coordination to follow up collection of clients.

### Waidel Automation Inc. - (I.T Technician)

Malabon City, Metro Manila • 08/2020 - 11/2020

- On site & In-house computer troubleshooting.
- Assisting head technician to install Digibatch system in clients computer.
- Prepare and inhouse testing all the computer parts like Processor,ram,motherboard,power supply and monitor, keyboard and mouse before the schedule of delivery.
- Calibration & Testing of digital weighing scale.
- Assisting to install on site Truck Scale & Concrete Batching Plant system & calibrating.
- Assign to deliver goods to the client's plant.
- Assign to collect check & cash payment to company's client.

