

CRISTOPHER BANDOY

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Doha - Qatar



To work with the organization that provides new learning, new experience with responsibilities and contributes to the expansion of my knowledge. Reliable with strong time management and prioritization abilities.

QUALIFICATION

- ✦ Capable of quickly understanding the business process & skilled in identifying, analyzing and implementing solutions to improve the process deliveries and meeting the targets.
- ✦ A fast learner and team player with excellent communication skills and rapidly adapts to changing demands.
- ✦ Possesses a CAN-DO attitude, highly motivated and able to prioritize and complete multiple tasks to achieve project goals.
- ✦ Interfaces well with others at all levels, caring and hardworking with interpersonal and office skills.
- ✦ Multi-task: Ability to manage & prioritize multiple projects & assignments concurrently.

PROFESSIONAL EXPERIENCE

INVENTORY CONTROLLER | MIRWAD FRAGRANCES

Tower B, Floor 15th, Office 152, Lusail – Doha Qatar | July 2022 – Present

- ✦ Performs routine clerical duties including data entry, monitoring and maintains current inventory records, processes purchasing orders as required, track orders and investigates problems.
- ✦ Receives, unpacks and transfers items from the main store to the outlets, re-stocks items if necessary. Communicating needs & objectives to the accounting department, shop managers, key personnel in procurement, logistics & distribution.
- ✦ Records purchases, maintains a database and performs physical count of inventory to reconcile actual stock counts to the computer-generated reports.
- ✦ Processes and documents return as required in line to the company procedure.
- ✦ Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- ✦ Perform miscellaneous job-related duties as required and assigned.

STORE KEEPER | SALAM STUDIO AND STORES

Doha Qatar | February 2017 –June 2022

- ✦ Labeling, endorsing, checking items for dispatch and items received.
- ✦ Stock rotation, date checking and storage.
- ✦ Maintains customer confidence and protects operations by keeping information confidential.
- ✦ Receives and inspects all incoming materials and reconciles it with purchase orders, also track damages and discrepancies on stocks received.
- ✦ Maintains warehouse records area and store area in a neat and orderly manner.
- ✦ Monitoring data management to keep accurate product, contract, pricing and transfers.
- ✦ Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

- ✚ Working closely with suppliers and customers to improve operations and reduce cost.
- ✚ Communicating needs & objectives to accounting department, shop managers, key personnel in procurement, logistics & distribution.

ACCOUNT OFFICER | AHON SA HIRAP INCORPORATED FINANCING

LAGUNA PHILIPPINES | October 2012 – January 2016

- ✚ Processes customer and account source documents by reviewing data for deficiencies, resolving discrepancies using standard procedures or returning incomplete documents to the leader for resolution.
- ✚ Enters customer and accounts data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- ✚ Maintains data entry requirements by following data program techniques and procedures.
- ✚ Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- ✚ Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- ✚ Creating and processing invoices. Sending bills and invoices to clients. Cross-checking invoices with payments and expenses to ensure accuracy
- ✚ Communicates with clients regarding billing and payments. Working with collection agencies on overdue payments

LOGISTIC CHECKER | ZUELLING PHARMACEUTICAL CORPORATION

LAGUNA PHILIPPINES | July 2007 – September 2012

- ✚ Duties includes labeling, ordering, endorsing, checking and collection of assembled prescriptions.
- ✚ Unpacking of orders and checking for discrepancies.
- ✚ Stock rotation, date checking and storage.
- ✚ Maintains customer confidence and protects operations by keeping information confidential.
- ✚ Inputting customer data and maintaining data entry requirements by following procedures.
- ✚ Verifies customer data by reviewing and correcting.
- ✚ Securing information by completing data base backups.

EDUCATIONAL BACKGROUND

AMA COMPUTER LEARNING CENTRE | COMPUTER TECHNICIAN – 2000 (Graduated)

COLLEGIO de SAN JUAN de LETRAN | BS COMMERCE – Major in Management

(1995-1998)

SKILLS

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|------------------------|----------------------|
| ✚ Customer Service | ✚ Organization |
| ✚ Record-Keeping | ✚ Invoicing |
| ✚ Communication | ✚ Teamwork |
| ✚ Inventory management | ✚ Negotiation |
| ✚ Logistic | ✚ Time management |
| ✚ Budgeting | ✚ Physical Endurance |
| ✚ Database management | |