

MICHAEL JOHN E. OLAVARIO
#36 Blk 2 Welfareville Compound Brgy. Addition Hills
Mandaluyong City
Contact No. 09294338367



PERSONAL DATA:

Age : 32 yearsold
Date of Birth : October 15, 1992
Place of Birth : Mandaluyong City
Civil Status : Single
Citizenship : Filipino
Religion : Roman Catholic
Father' s Name : Loreto Olavario
Occupation : Carpenter
Mother' s Name : Caren Olavario
Occupation : House Wife
Person to be contacted
In case of emergency : **Caren Olavario**
09395094215
Mandaluyong City

EDUCATIONAL BACKGROUND:

College : Saint John Bosco I.A.S
Course : Computer Science Technology
May 6, 2016

SKILLS:

- Microsoft Office Word
- Microsoft Excel Word
- Good Computer Skills
- Stock Management
- Communication

WORK EXPERIENCE:

ACE HARDWARE PHIL. INC – Stock Clerk
(MARCH 25, 2021 TO JANUARY 24, 2024)

Warehouse In-Charge
Assistant of Inventory Controller (IC) of the Store
Conduct Cycle Count Every day/ Inventory and proceed action using (IBC For LBR)
Receiving Merchandise Item and pull out
Ensures Merchandise availability through daily monitoring and reordering as needed.
Maintain Warehouse arranging item per department and cleanliness
Dock in/ system input all merchandise item receiving
All documents of warehouse arranging and sending to Accounting Purchase ordering and sales invoice (PO, SI)

BAN HMI KITCHEN – Warehouse Assistant
(MARCH 10, 2024 TO MARCH 21, 2025)

Process inventory for delivery/ double checking
Scan delivered item and ensure quality and quantity
Prepared all documents of commissary

CORD CHEMICALS INC – Warehouse Helper
(MARCH 26, 2025 up to Present)

Receiving item of warehouse
Maintain Warehouse arranging item
Assist Driver for deliver as helper if needed
Dispatch item costumer requested / checker
Checking item quantity of item ready for dispatch/ South Sea and Sea Quest logistics

CHARACTER REFERENCES:

Ramel Alvaladejo
Stock Clerk / Ace Hardware Phil. Inc
09283571076

Danilo S. Velez
School Director
St. John Bosco

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Applicant's Signature