

ROBERT C. VENTURA

Al Mamoura, Doha Qatar
Contact no: 33720751
Email: Robert_ventura30@yahoo.com



Objective

To Excel in my course by sharing ideas in an atmosphere of high quality, honest and good team work shall enhance my knowledge and abilities to the fullest for the benefit of the company.

Knowledge Skills and Abilities

- Has a good interpersonal skill.
- Has strong ability to perform multiple tasks at once.
- Has willingness to accept challenging works to enhance my knowledge.
- Has a flexible personality under changing situation.
- Has the ability on computer Troubleshooting.
- Application Software like Microsoft Word, Microsoft Excel, Power Point and Adobe Photoshop.

Working Experience

Nemer Metal Industries	Location – Industrial Area Street 43 Position - Senior Store Keeper Years of Experience – March 2019 to Present
	<ul style="list-style-type: none">• Receiving the Material from Imported and Local Supplier• Always Check the Delivery Note, Invoice and LPO as per Received and Release of Material• Monitoring All Material In and Out• Making Report for all fabricate item• Always check all incoming shipment and make reports and Email to corresponded department• Always do FIFO and planning for the next day work.
Justino Corporation Manila (Agency: Aimstaff Cooperative)	Location – Tambo Paranaque City, Metro Position - Encoder Years of Experience – July 2015 to November 2016
	<ul style="list-style-type: none">• Checking all document we received and analyze• Input all data that we received and if they need to send via email as per instruction.
Justino Corporation Manila	Location – Tambo Paranaque City, Metro Position - Inventory Controller Years of Experience - November 2016 to September 2019
	<ul style="list-style-type: none">• Receiving the Material from Imported or Local

- Supplier
- Always Check the Delivery Note, Invoice and LPO as per Received and Release of Material
 - Monitoring All Material In and Out
 - Always do FIFO
 - Making Report and Send to email as per our daily job.

Education

Short Course	Computer Hardware Servicing Aisat Baliuag, Bulacan November 21, 2009 – January 21, 2010
Tertiary	Computer Technician Philippine Computer Science Institute Baliuag, Bulacan 2008 – 2010
Secondary	Mariano Ponce High School Baliuag, Bulacan 2002 – 2006
Primary	Conception Elementary School Baliuag, Bulacan 1996 – 2002

Personal Information

Date of Birth	December 10, 1989
Place of Birth	Baliuag, Bulacan
Age	32 years old
Citizenship	Filipino
Height	5'6"
Weight	97 lbs
Status	Married
Language	English, Tagalog

I hereby declare that the information given above is true and accurate to the best of my knowledge.

Robert C. Ventura