



**Emelita S. Pausanos**  
**Drivers Quarter, Visca, Baybay City, Leyte**  
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**09066146430**

**OBJECTIVE** To work in any position which is fitted with my general qualification and to pursue into higher level of job standard.

**PROFILE** Can work with less supervision.  
Demonstrated aptitude for developing skills.  
Readily develop rapport with the people, staff and other member of the company.  
Relate well to people from variety of cultures and socio-economic conditions.  
Proven record of reliability and responsibility.  
Resourceful in completing projects; ability to multi-task effectively.  
Dedicated individual; reputation consistently going beyond what is required.

<b>PERSONAL DATA</b>	<b>Date of Birth</b>	: October 23, 1981	<b>Weight</b>	: 42kgs.
	<b>Birth Place</b>	: Loay, Bohol	<b>Religion</b>	: RC
	<b>Civil Status</b>	: Married	<b>Height</b>	: 5'0

<b>EDUCATIONAL BACKGROUND</b>	<b>Tertiary</b>	<b>Holy Name University</b>	<b>Graduated</b>
		<b>Tagbilaran City, Bohol</b>	<b>2002</b>

**Bachelor of Science in Commerce**  
**Major in MANAGEMENT**

	<b>Secondary</b>	<b>Holy Trinity Academy</b>	<b>Graduated</b>
		<b>Loay, Bohol</b>	<b>1998</b>
	<b>Elementary</b>	<b>Loay Central School</b>	<b>Graduated</b>
		<b>Loay, Bohol</b>	<b>1994</b>

**WORK EXPERIENCED**

## **ROSE PHARMACY INC.**

**May 2003-April 2010**

= **Pharmacy clerk**

= **Stock analyst/Stock in Charge**

- ☐ Receive incoming stocks
- ☐ Check outgoing stocks
- ☐ Keep the stocks balance from actual stocks against system stocks
- ☐ Prepares monthly reports such as inventory balance, discrepancies and direct deliveries.
- ☐ Inventory clerk

## **THREESIXTY PHARMACY**

**Prisolutions Incorporated**

**April 2010 January 2013**

- = Branch in charge
- = Checker/Picker
- = Encodes order

## **THREESIXTY PHARMACY**

**Blue Ocean Holdings, Inc**

**January 2013 to June 26, 2017**

= **Merchandising Associate/Purchasing clerk**

**\* Pricing**

- ^ Responsible in price update, new item for inclusion
- ^ Conduct price canvass
- ^ Dealing with suppliers regarding requirements for product inclusion
- ^ Prepares monthly report for other income (listing & evaluation fee)
- ^ Assist Buyer regarding discount, deals, rentals and requirements
- ^ Prepare complete requirements for evaluation (new product)
- ^ Encode all free items received from supplier
- ^ Ensures all documents are properly filed
- ^ Run email to branches (product pull out, price change notification, new item, coupon, memo)

## **ULTRAMART**

**Rell and Renn Trading Corporation**

**June 27, 2017 to present**

➤ **BUYER (COMMISSARY & NON TRADE)**

- ^ Sourcing sellable items w/ reasonable discounts, terms, price and quality.
- ^ Generate inventory, sales, aggregate offtake
- ^ Generate and release PO and follow up delivery from supplier
- ^ Prepares weekly and monthly report(sales, fulfillment rate)

**COMPUTER  
SKILLS**

**Proficient in the use of MS Word, Excel**

**CHARACTER  
REFERENCES**

**ALILINE S. LOYOLA**  
**Purchasing Manager- Pharma**  
**Rell and Renn Trading Corp**  
**09173096702**

**Marissa Quevedo**  
**HR Generalist**  
**Rell and Renn Trading Corp**

**MAYETTE JABON**  
**Accounting Supervisor- Accounts Payable**  
**Blue Ocean Holdings, Inc**