



Emelita S. Pausanos
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09066146730

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.

PERSONAL DATA	Date of Birth	: October 23, 1981	Weight	: 60kgs.
	Birth Place	: Loay, Bohol	Religion	: RC
	Civil Status	: Married	Height	: '5'0

EDUCATIONAL BACKGROUND	Tertiary	Holy Name University	Graduated
		Tagbilaran City, Bohol	2002

Bachelor of Science in Commerce
Major in MANAGEMENT

	Secondary	Holy Trinity Academy	Graduated
		Loay, Bohol	1998
	Elementary	Loay Central School	Graduated
		Loay, Bohol	1994

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 March 10, 2020

➤ **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)

VISAYAS STATE UNIVERSITY

March 11, 2020-March 31, 2023

- Receiving/ Releasing incharge/clerk(PLBO, RSPPRO, PMRRO)
- dDRC in PMRROffice
- adDRC in PLBOffice

April 1, 2023 to present

- dDRC/ Clerk in the Department of Soil Science

COMPUTER SKILLS: Proficient in the use of MS Word, Excel (Pivot, Vlook up from private company)

**CHARACTER
REFERENCES**

Dr. Suzette B. Lina

Dean, FAFS

Visayas State University

Dr. Deejay M. Lumanao

Head, DSS

Visayas State University

Ms. Miriam M. Dela Torre

Admin Officer V

University Registrar Office

Visayas State University