

EDEN A. BUÑALES

589 Peñaranda St.
Barugo, Leyte
+639173140589
edenabunales@gmail.com



PERSONAL INFORMATION

AGE	:	43 years
BIRTHDATE	:	March 22, 1981
HEIGHT	:	5'2"
WEIGHT	:	57 kg
SEX	:	Female
STATUS	:	Single
RELIGION	:	Roman Catholic
LANGUAGE / DIALECT	:	English, Tagalog, Waray-waray, Cebuano
SPECIAL SKILLS	:	Proficient in Microsoft Office and IFRC LOGIC (<i>Logistics Inventory & Control</i>) System software

WORK EXPERIENCE

OCTOBER 2016 – DECEMBER 2017	ARC/PRC WAREHOUSE TACLOBAN (LEYTE) WAREHOUSE TPA
JANUARY 2015 – SEPTEMBER 2016	IFRC /PRC WAREHOUSE IN TACLOBAN (Leyte) LOGISTICS OFFICER
AUGUST 2014 – AUGUST 2015 SEPTEMBER 2015 – AUGUST 2016	IFRC /PRC WAREHOUSE IN BARUGO IFRC /PRC TACLOBAN WAREHOUSE LOGISTICS ASSISTANT
MARCH 2011 – DECEMBER 2013	DEPARTMENT OF SOCIAL WELFARE DEVELOPMENT PANTAWID PAMILYANG PILIPINO PROGRAM MUNICIPAL LINK

JOB RESPONSIBILITIES

- Ensure the correct storage and rotation of stocks.
- Maintenance of warehouse for keeping all stocks in good tidy condition as per standard IFRC warehouse management system.
- Maintaining/Updating bin card & stock card
- Manage assets & inventories, disposals, repairs & maintenance using IFRC tools and guidelines.
- Hire daily labour for day to day warehouse activities.
- Receiving and despatching goods against proper documentation
- Prepare transport and loading plan for dispatches.
- Ensure the correct data entry in Logic.
- Assist in preparing logistics reports.
- Assist in preparing payment for local supplier with the help of LOGIC database.
- Manage the petty cash as per working advance system and ensure payment of daily workers.

- Establish and maintain appropriate filing system for all logistics and warehouse activities.
- Perform day to day administrative task for warehouse.

EDUCATION

TERTIARY <i>(1997 -2001)</i>	University of Philippines in Visayas Tacloban College, Tacloban City Bachelor in Art and Social Sciences major in ECONOMICS
SECONDARY <i>(1993-1997)</i>	Leyte Institute Barugo, Leyte
ELEMENTARY <i>(1987-1997)</i>	Barugo II (former Ferrer) Central School Barugo, Leyte

CIVIL SERVICE ELIGIBILTY

BOARD FOR PROFESSIONAL TEACHERS <i>Rating</i>	March 16, 2016 Tacloban City 83.60%
CAREER SERVICE PROFESSIONAL EXAM <i>Rating</i>	June 6, 2001 Civil Service Regional Office , Palo, Leyte 87.03%
CAREER SERVICE SUB-PROFESSIONAL EXAM <i>Rating</i>	October 26, 2000 Civil Service Regional Office , Palo, Leyte 90.14%

TRAINING

LOGISTICS MANAGEMENT TRAINING
IFRC / Philippine Red Cross
June 8-11, 2015

REFERENCE

HERLANIE ASTORGA
Chief, Collection Section
BIR, RDO No. 89 – Ormoc City
Contact No.: 09989825356 / (053) 520-5160

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SOCD Chief
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