



Stephanny M. Rufino

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Professional Summary

Highly organized and efficient professional with a strong background in both inventory management and office administration. Experienced in maintaining accurate inventory records, conducting physical counts, reconciling and ensuring inventory meets operational needs. Skilled in office tasks such as managing records, filing documents, handling paperwork, invoicing and providing administrative support to teams. Proficient in using office software and tracking systems to streamline processes. Eager to learn new skills, improve operational efficiency, and contribute to the success of the organization.

Education

Bachelor of Science in Information Technology (BSIT)
V.V Soliven ave. Cainta, Rizal Philippines
June 2013 - December 2017

Personal Information

- Age : 32 years old
- Date of Birth : August 11, 1992
- Place of Birth : Negros Occidental, Philippines
- Gender : Female
- Marital Status : Married
- Religion : Church of Christ
- Nationality : Philippines
- Passport No. : P6331341C
- Visa Status : Residence Permit

Work History

02.2023 - 08.2023

Inventory clerk

Articy Manpower Services - Cainta,Rizal, Philippines

- Maintain accurate inventory records,stocks and retrieving items for sales order using electronic tracking equipment.
- Perform physical inventory counts in differents stores as needed.
- Recieved actual inventory count from different stores and input them into the system for record-keeping.
- Label, tag and barcode items for easy inventory identification and tracking.
- Track inventory by category,location and department for reporting purposes.

04.2019 - 02.2023

Office Clerk

The Masters by AGP Co. - Makati City , Philippines

- Perform clerical task such as filling system and managing records.
- Perform basic bookkeeping task, including issuing invoice and checks.
- Record monthly Sales, Customer Payments and Billing transactions in the system for the records.
- Handled scanning, photocopying and Printing of documents.
- Handled incoming and outgoing Emails and phone calls.
- Maintained and organized filling systems of company ducuments, records and reports.
- Prepared and edited documents such as letters and forms using Microsoft word and excel.

04.2012 - 08.2018

Service Crew/Cashier

Golden Arches Development Corporation, McDonalds - San Juan City , Philippines

- Handled Cash and Card Payments and taking Customer orders.
- Operated the point of sales (POS) system to process customer orders.
- Prepared and assembled customers food orders according to company standards and food safety.
- Followed Food safety,hygiene and sanitation guidelines in accordance with company policies.
- Cooperated with team members to meet store goals and provide a smooth work operation.
- Responded to customer complaints politely and referred them to supervisors when necessary.

Skills

- Proficient in Microsoft office suite
- Office Management
- Invoicing & Billing
- Adaptable & Strong Communication skills
- Problem-solving
- Detail-oriented
- Customer Service
- Point of Sales (POS) system operations
- Communication Skills
- Cash Handling

Languages

- Tagalog/Filipino
- English

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

Stephanny M. Rufino