ROIDEL BALTAZAR

roidelbaltazar@gmail.com / 09085679295 / Paranaque City

PROFESSIONAL SUMMARRY

Highly organized and tech savvy virtual assistant with extensive experience in managing inventory, optimizing logistics, and ensuring operational efficiency.
Demonstrates strong communicational skills, critical thinking, and a commitment to delivering high quality assistance across multiple platforms.

WORK EXPERIENCE

JAMMAS INC.

Warehouse Associate
June 2018- July 2021

- Accurately picked and packed customer orders while maintaining optimal inventory levels and ensuring high product quality before dispatch.
- Collaborated with team members to meet daily targets, enhancing warehouse efficiency and workflow.
- Implemented inventory tracking measures to identify overstocked and understocked items, contributing to improved stock management.
- Maintained organized records of inventory, assisting in precise reporting for the marketing team on products needing promotion.

LABOR TOUCHPOINT INC.

Warehouse Associate
Dec 2017 - May 2018

- Picked and packed customer orders with attention to detail, ensuring accuracy and product quality before shipment. Worked collaboratively with the team to achieve daily operational targets and improve warehouse efficiency.
- Monitored inventory levels and communicated with management to assist in procurement and stock replenishment.

EDUCATION

Baclaran National Highschool
2010 - 2015
Highschool Diploma

SKILLS

- Excellent English communication skills
- Strong Excel and spreadsheet skills
- Attention to detail
- Critical thinking
- Problem-solving
- Inventory management
- Time management
- Organizational skills
- Data entry