



Mark Anthony D. Dulatre

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(Permanent Address)

Previous Positions: *Trade and Industry Development Analyst*
Commodity inspector/Product Devt. Assistant (Technical Dept.)

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❖ **CAREER OBJECTIVE**

I want to work with an organization that can give me ample opportunities to grow so that I will be able to help in the growth of that organization and will be able to enhance my skills and my capabilities.

❖ **EDUCATION**



Bachelor of Science in Business Administration, Major in Marketing Management – 2015
University of Perpetual Help System DALTA

Completed Coursework: Principles of Marketing, Distribution Management, Advertising, Principles of Management, Marketing Research, Basic Finance, International Marketing, Professional Salesmanship, Human Resource Management, Business Policy, Product management, Retail Management, Marketing Information Systems, Strategic Marketing Management, Entrepreneurship, Total Quality Management, Principles of Accounting1 and 2, Managerial Accounting, Business Communications, Fundamentals of Computer Software

❖ **EXPERIENCE**

SMDC (SUPERMARKET DEVELOPMENT CORP.)

SALES ASSOCIATE / DASMA CAVITE/ 2014-2015

- Provide information regarding in services and products and answer preliminary questions that customers may have.
- Responsible for ensuring that customers are aware of all the promotions that are going on that particular time along that making sure that customers are led to their choice of product.
- Provide product information on daily deals and promotions.
- Provide information regarding each product and any discount offers associated with it.
- Respond to customers' requests and concerns in resourceful manner.
- Manage daily inventory of products.
- Demonstrate the working of a product when required.

DEPARTMENT OF TRADE AND INDUSTRY – Makati Ave. 2015-2018
BPS (Bureau of Philippine Standards)/Standards Conformity Division
TRADE AND DEVELOPMENT ANALYST/BPS COMMODITY INSPECTOR

- Provide information regarding in product importation/shipping policy to a clients in relevant to the Bureau of Customs.
- Assist Product Certification Officer in evaluating the ICC and PS documents submitted by the client.
- Answer Inquiries on phone calls and walk in clients regarding importation policy in ICC and PS applications and other related concerns.
- Release ICC certificates and Certificate of exemption to clients.
- Responsible in monitoring ICC stickers inventory.
- Prepare RAAF(Report of Accountability Accountable Forms) of every month to be submitted in COA(Commission on Audit).
- Responsible in assigning inspection body for the companies which are subject for the product inspection.
- Conduct commodity inspection and witness of QMS audit.
- Prepare memorandum and attachment relative to the inspection report of the companies inspected.
- Update and encode released date of Conditional Release files in ICC masterlist google sheet.
- Receive and record incoming letters, memoranda, and audit reports and encode those with DTS no. to DTS (Data Tracking Sheet) monitoring online site.
- Prepare endorsement letters for advance sampling of the subject companies to the recognized inspection bodies.
- Acting as secretary and SCD admin of Chief of Standards Conformity Division and Supervising TIDS of the said division.
- Consolidate DTR (Daily Time Record) of service providers and prepare certificate of satisfactory performance for salary and overtime payroll processing.
- Disseminate incoming letters and audit reports to PCO (Product Certification Officer).

YATAI INTERNATIONAL CORP
OMNI ELECTRICAL AND LIGHTINGS – 2018-2019
Product Development Assistant

- Assist Product and Technical executive in conceptualizing new ideas of products for innovation.
- Prepare comparison reports based on the market survey conducted in order to sum up for the product conceptualizing and innovation
- Research the existing products in a market (market research)
- Test the new sample of products in accordance for the TQC (Total Quality check) before to distribute and market the products
- Conceptualize the ideas from the other source in order for product innovation
- Present and launch a new series of products to the sales and marketing team
- Prepare a product presentation
- Evaluate and test a new incoming products from the shipments
- Assist Product and Technical executive in filing of ICC and PS applications to Department of Trade and Industry – Bureau of Philippine Standards
- Conduct market survey

DDC LAND, INC.

Purchasing Analyst - 2019

- Responsible for the ordering of the materials, supplies, and/or equipment needed on construction site.
- Prepare PO (Purchase Order) for materials acquisition from the suppliers
- Track the potential suppliers for material acquisition.
- Maintain purchase records
- Monitor and follow up delivery materials from the suppliers
- Monitor flow of materials delivery on construction site.

❖ SKILLS

- Language: English and Tagalog
- Technical Proficiency: MS Word, Powerpoint, Excel, and Office 365
- Flexible and Multitasker
- Quick learner and ability to work under pressure
- Customer Service/client based oriented
- Attention to details
- Good Initiator
- Good motivator and open to learn new ideas
- Synergy, Integrity and Competent
- Possess good management and organizational skills
- Marketing Skills
- Business Management Skills

❖ SEMINARS AND TRAININGS

- Strategies on Developing an Effective Research Tool
- Patimpalak sa Pagsulat ng Sanaysay Sa Buwan ng Wikang Pambansa
- The Filipino Youth: Sparkers of Change and Unity
- 8th CAMP(Conference of Aspiring Marketing Professionals)
- Mastering the ABCs of Employment Requirements
- ISO 9001:2015 Awareness Quality Management System
- ISO/IEC 17020:2012 BPS Capacity Building
- ISO/IEC 17021-1:2015 BPS Capacity Building
- ISO/IEC 17065:2016 BPS Capacity Building
- ICIS (Import Commodity Inspection Services) hosted by Webb Fontaine Asia, Inc
- ICIS (Import Commodity Inspection Services) hosted by Intertek Testing Services
- Seminar on Philippine Education System

Philippine School of Business Administration in partnership with DEPED with the theme:

“Implementing the k-12 in ASEAN Integration: Philippine Perspective and

Formulating Research Problem and Corresponding Questions to Collect Pertinent Data”

❖ **ACHIEVEMENTS**

- Service Award - JMEA Vice President (Junior Marketers Executive Association)
College of Business Administration, UPHSD
- Leadership and Athlete of the year Award– Chess

❖ **CHARACTER REFERENCES**

Patrick Hocchuan

Product and Technical Manager
Yatai International Corp.
Carried as Omni brand
567-0000

Darius Ellis Lopez

HR Manager
Yatai International Corp.
Carried as Omni brand
567-0000

I hereby certify that the above information are true and correct to the best of my knowledge.

MARK ANTHONY D. DULATRE
Applicant