

ALBERT FERDINAND W. RAZON

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Nationality: Filipino | Date of Birth: October 5, 2003

PROFESSIONAL SUMMARY

Dedicated and adaptable professional with experience in logistics, customer service, administrative support and daily operations. Proven ability to handle responsibilities efficiently in fast-paced environments while maintaining accuracy, safety, and organization. Committed to delivering quality service, supporting team objectives, and continuously improving skills for professional growth.

WORK EXPERIENCE

Truck Helper (On Call / Part-Time) Jun 2024 – Present

Oliver Enterprises • Talavera, Nueva Ecija, Philippines

- Prepared and organized shipping documents, manifests, and transport paperwork for container shipments, supporting accurate and efficient logistics operations.
- Checked and maintained shipment records and required documentation for trucking activities at Manila North Harbour Port, helping ensure paperwork was complete and properly arranged.
- Maintained and cleaned trucks after scheduled trips, supporting vehicle readiness for subsequent transport operations.

Service Crew Jan 2025 – Jun 2026

Jollibee Waltermart San Jose • San Jose City, Nueva Ecija, Philippines

- Maintained cleanliness of kitchen equipment and dining areas, strictly following food safety standards to support a sanitary service environment.
- Performed dishwashing and general cleaning duties, keeping operations running without interruption during high-volume shifts.
- Supported the kitchen and dining team during peak hours, helping the crew maintain fast, consistent customer service.

Administrative Assistant (On-the-Job Training) May 2025 – Jun 2025

PhilHealth – San Jose City General Hospital • San Jose City, Nueva Ecija, Philippines

- Provided front-desk clerical support and handled patient inquiries, improving the flow of day-to-day office operations.
- Performed data entry and maintained digital and physical records, preserving data integrity and confidentiality.
- Carried out document verification, filing, and retrieval procedures, increasing accuracy and efficiency of office record-keeping.

Delivery Rider Sep 2023 – Aug 2024

Shopee Express San Jose Hub • San Jose City, Nueva Ecija, Philippines

- Completed parcel deliveries safely and on time by planning efficient daily routes, maximizing productivity across assigned zones.
- Verified shipment details and updated delivery logs, maintaining accurate records for hub reporting.
- Assisted with parcel sorting and inventory organization at the hub, supporting reliable day-to-day logistics operations.

Store Attendant Jul 2022 – Aug 2023

Hanguk Kage Food Mart • San Jose City, Nueva Ecija, Philippines

- Handled cashier transactions and assisted customers, contributing to a smooth and positive shopping experience.
- Received and checked incoming stock, organizing products for storage and shelf replenishment to keep inventory accurate.
- Monitored inventory levels and maintained store cleanliness, supporting efficient daily store operations.

Traffic Citation Officer Nov 2021 – Apr 2023

City Traffic Management Office • San Jose City, Nueva Ecija, Philippines

- Enforced municipal traffic regulations and monitored roadways, helping maintain public safety and orderly traffic flow.
- Prepared incident reports and processed official citations, ensuring administrative accuracy and proper documentation.
- Maintained professional communication and sound judgment in public-facing situations, supporting positive community relations.

EDUCATION

Bachelor of Science in Computer Science Graduated 2026

Core Gateway College Inc., San Jose City, Nueva Ecija, Philippines

Senior High School Diploma (HUMSS) Graduated 2022

San Jose City National High School Senior High School, San Jose City, Nueva Ecija, Philippines

SKILLS

Warehouse & Logistics: Material Handling, Shipping Documentation, Inventory Support, Order Preparation, Receiving Goods, Safety Compliance

Administrative: Office Administration, Data Entry, Records Management, Document Processing, Filing Systems, Document Verification

Digital Skills: Microsoft Word, Excel, PowerPoint, Email Communication, Data Entry, Document Management

Soft Skills: Customer Service, Team Collaboration, Time Management, Attention to Detail, Problem Solving, Adaptability, Multi-Tasking, Ability to Work Under Pressure

TRAINING

Computer Literacy • San Jose City Skills Training Center • Nueva Ecija, Philippines

LANGUAGES

Filipino: Native Proficiency | English: Pre-Intermediate (A2)