**Cabucos**

[Cabucos.150510@2freemail.com](mailto:Cabucos.150510@2freemail.com)

**PROFESSIONAL EXPERIENCES:**

**Inventory Coordinator**

Boecker Public Safety LLC, Qatar

Aug. 7, 2016 to Feb. 7, 2017

**Responsibilities:**

* Receive incoming items and ensure that they conform to work orders and invoices.
* Move stock / items to appropriate locations and ensure that they are properly stored.
* Label and mark materials with identifying information and ensure that inventory cycle counts are properly managed.
* Contact new vendors to ask for quotes and prices for bulk orders and negotiate prices with them.
* Prepare purchase orders by verifying specifications and prices and obtaining recommendations from suppliers regarding substitute items.

**Warehouse Stock Keeper**

Virgin Megastore, Azadea Holdings - Doha, Qatar

Nov. 24, 2008 to Feb. 2012

**Responsibilities:**

* Receives, stores, and delivers shops supplies, equipment, and merchandise and non-merchandise items.
* Check the PO and match the price that is available on the system for reception
* Coordinate with the catalogue team in case of differences in barcodes and prices.
* Receive, check; verify all items received are tallying with the incoming documents.
* Issue goods received note and send it along with the shipment to the shops.
* Before the dispatch to the respect shops, ensure that the GRN matches with the physical quantity.
* Issue the Delivery Note along with the GRN for all shipments being dispatched to the shops.
* In case of discrepancy, issue the GRN note and send the message to the related buyer.
* In case of damages, take the photograph of the damaged items and the report of the damaged items along with the photograph to the buyer.
* Conduct inventory.
* Responsible for all issues related to Multimedia.
* Assist other coworkers in discharging their duties.

**TRAININGS AND SEMINARS:**

Computer Installation, Maintenance and Repair TESDA Sept.17- Sept.28, 2007

(Leading to Computer Hardware Technician, NCII)

Microcontroller Programming and Application TESDA October 18, 2007

PC Networking installation and Maintenance TESDA Jan.14- Jan.18, 2008

**EDUCATIONAL ATAINMENT:**

June 1998- March 2000 :

John Bosco College

Mangagoy Bislig, Surigao Del Sur Philippines

Computer Technology

**PERSONAL PROFILE**

Age: 40 yrs. Old

Civil Status: Married

Gender: Male