

Applicant’s Name : **Brian**

Email Address : [brian.192404@2freemail.com](mailto:brian.192404@2freemail.com)

Visa Status : Visit Visa

Nationality : Filipino

Professional Qualification : Bachelor of Science in

Mechanical Engineering

**COMPETENCIES & QUALITIES :**

* With working knowledge in Microsoft Office (Word, Excel, Powerpoint), Electronic Parts Catalogue (EPC), Enterprise Resource Information and Control (ERIC – Oracle System) and Visual Integrated Parts Inventory System.
* Work Experiences : ***Stock Count Assistant, Inventory – (Gulf Greetings - The Toy Store and Hallmark, Cancelled Visa), Warehouseman (Porsche Dubai, 2 years Contract Complete), Warehouse Supervisor (ABSFI, 1 year & 7 months), Parts Officer (Mazda Cebu, 1 year & 9 months), Parts Counter Person (Ford Cebu, 3 years), Proprietor (Internet Shop, 3 years), Production Associate (Innodata Philippines, 1 year), Parts Counter Person (Cebu Autocenter Inc., 1 year), Tube Inspector/QA (Cebu Packaging Products Company).***
* Experienced in ***warehousing, inventory and stock management, electronic parts catalogue (EPC), document encoding, sales.***
* With working knowledge of office practices and procedures. Has the ability to be tactful and courteous, can maintain effective relationships with supervisors, co-employees and clients.
* Ability to communicate english in person and by telephone, ability to easily learn when trained.

**WORK EXPERIENCES :**

**Stock Count Assistant (Inventory) – Gulf Greetings (The Toy Store and Hallmark)**

Dubai, UAE

August 29, 2013 – November 4, 2013

* + Do stock counting (inventory) in retail stores.

**Warehouseman – Al Nabooda Automobiles (Porsche)**

Al Quoz Industrial 3, Dubai, UAE

March 29, 2011 – April 17, 2013 (2 years Contract Complete)

* + Warehousing and stock management.
  + Receiving, checking and releasing of item/s with proper documentation.
  + Pick and pack of the requested item/s for release.
  + Parts transfer out to other branch with proper documentation.
  + Parts inventory.
  + Assist technician spare parts needs.

**Warehouse Supervisor – ABSFI**

Quezon, Bukidnon, Philippines

June 2009 – January 2011

* + Warehousing and stock management.
  + Releasing and receiving of item/s with proper documentation.

**Parts Officer – Mazda Cebu**

Mabolo, Cebu City, Philippines

August 2007 – May 2009

* + Warehousing and stock management.
  + Assisting customers and technicians spare parts needs.
  + Selling spare parts, taking orders and payments from the clients.
  + Releasing and receiving of item/s with proper documentation.

**Parts Counter Person – Ford Cebu**

Nivel Hills, Lahug, Cebu City, Philippines

February 2004 – May 2007

* + Assisting customers and technicians spare parts needs.
  + Releasing and receiving of item/s with proper documentation.

**Proprietor – Bukidnon Dream Internet Cafe**

N. Bacalso, Cebu City, Philippines

May 2001 – January 2004

* + Internet Management.
  + Assisting in setting up the internet shop and assisting in necessary system to be used.
  + Assisting customer’s needs. Monitoring cash inflows and outflows and checking receivables and payables of the shop.

**Production Associate – Innodata Philippines Inc.**

Subangdaku, Mandaue City, Philippines

February 2000 – April 2001

* + Word Formatting.
  + Image scanning.

**Parts Counter Person – Cebu Autocenter Inc. (BMW/Land Rover Division)**

1. C. Cortez, Mandaue City, Philippines

June 1998 – January 2000

* + Assisting customers and technicians spare parts needs.
  + Releasing and receiving of item/s with proper documentation.

**Tube Inspector (Quality Assurance) – Cebu Packaging Products Co.**

Shemberg Compound, Mandaue City, Philippines

January 1997 – June 1998

* + Quality checking of the product (sack of cement).
  + Reporting.

**SEMINARS & PROGRAMS ATTENDED:**

* Basic Safety Training, Personal Survival Techniques,

Fire Prevention and Firefighting, Elementary First Aid

& Personal Safety and Social Responsibility

**University of Cebu -** Maritime Education and Training Center

Alumnos, Mambaling, Cebu City, Philippines

May 7, 2007 – May 15, 2007

* Stock Management Training & Electronic Parts Catalogue Training

BMW / Land Rover Spare Parts

**Asian Carmakers Corporation**

Metro Manila, Philippines

January 1999

* Job Preparation Symposium, Team Building Seminar, Team Management Seminar & Carrier Orientation Program.

**University of San Carlos – Technological Center**

Talamban, Cebu City, Philippines

November 30, 1995

**CERTIFICATE:**

* Asian Carmakers Corporation Parts Training

“ABC Stock Management, Warehouse Planning &

Organization and EPC Window Training”

Makati City, Metro Manila, Philippines

January 27-28 1999