

***JUNEIL***

[***JUNEIL.203119@2freemail.com***](mailto:JUNEIL.203119@2freemail.com)

***OBJECTIVES:***

* To be part of a dynamic company that would enhance my "people skill" and to work in a place where I could develop my talent and share it with others.

***PERSONAL INFORMATION***:

Age 29 years old

Birthday August 27, 1987

Height 5'7''

Gender Male

Civil Status Married

Citizenship Filipino

***QUALIFICATION:***

* Trustworthy
* Hardworking
* Willing to accept responsibilities
* Loyal

***SKILLS:***

* Computer literate (MS Word, MS PowerPoint, Excel)
* Driving ( Light/Heavy) Fork lift , Track w/ Crane

***WORK EXPERIENCE:***

**Assistant Store keeper / Acting Storekeeper**

James L. Williams Middle East

Office no.605, 6th floor Icon Tower, TECOM, Dubai, U.A.E.

August 31, 2014 to Present

* Receiving Materials, Equipments, Tools, etc.
* Issuing Materials, Equipment, Tools etc.
* Check the quantity and quality of the items, materials as per LPO before acceptance.
* New items, materials should be inspected by the QC and engineers before receiving.
* Report any discrepancy in the items, materials that they delivered. Damages, not same brand or part number not indicated to our LPO.
* Encoding/Inputting all the incoming and outgoing materials, tools, equipment.
* Keep safe all the documents such as Delivery note, Material Request Voucher, Local Purchase Order, Store Issue Voucher, Tools Possession Record, Certificates SMDS, etc.
* Keep Organize and good looking the store with tags/labels and proper location.
* Conduct weekly and monthly inventory to identify what materials is shortage and report specially the past moving items for purchasing.

**Store Keeper**

Oak Wood Work ( LLC )

Dubai Investment Park 2

March 19, 2014 - July 31, 2014

* Before accept the incoming delivery, check the quantity and quality of the items as per purchase order of our company.
* If there is special items, materials, machine or equipment check the specification of the items stated to the purchase order of our company, then if the items is correct inform or give to the Quality Control for inspection of the items, then ask if the items is in good quality before acceptance.
* Encoding / inputting the items in the system. Make a report for all in-coming deliveries stated in the DO/Invoice then make a copy of the delivery note and invoice for the file last give the original copy to accounts for payments.
* Check the quantity of the items stated in their requisition slip.
* Make sure that the requisition slip is signed of their foreman/supervisor in-charge before releasing the items stated to their requisition slip.
* Encoding / inputting all the out-going items to the system. Then file all the requisition slip.
* Inventory. Make inventory weekly or monthly, especially for the General item or consumable items.
* Make a report or materials requisition for the needed items/materials.
* Keep organize the items / materials in the store and the cleanliness.
* Identify the items if expired, damage, bad condition and make report and give to the Manager.

**Ware house Man/ Store Keeper**

National Power Corporation

San Lorenzo, Norzagaray, Bulacan, Philippines

October 10, 2012 - June 31, 2013

* Count and verifies the quantity and quality of incoming materials, parts purchases as stated in the invoice and delivery receipts of supplier as per our purchase order before acceptance.
* Records newly delivered or received materials, parts in the Stock Ledger Cards.
* Prepares materials, parts rejection report for any non-conforming delivered items.
* Stores and label materials, parts, received in the designated storage according to their specification
* Conducts purchasing of needed materials, parts such as supplies, urgent items and others.
* Assist the purchasing clerk in canvassing of materials or parts.
* Post all issued materials in the stock cards before leaving the office.
* Maintains orderliness of the storage area all the times.
* Monitor condition of materials in stock and determine disposition of expired and worn-out materials.
* Conduct stock inventory of all materials, parts and submit inventory report to purchasing officer for review.

**Inventory Clerk**

National Power Corporation

San Lorenzo, Norzagaray, Bulacan, Philippines

March 7, 2011 - July 29, 2011

* Count and verifies the quantity and quality of materials, parts, tools stated in stock list.
* Separate the item that no longer useful and make a report.
* Relocate the items in their respective place or location.
* Updating of the stock ledger card and the system.
* Tagging / labeling of material, parts.

**Filing Clerk**

LAFARGE CEMENT SERVICES PHIL., INC

Norzagaray, Bulacan, Philippines

September 4, 2010 - February 2, 2011

* As a filling clerk i control and accountable for the files. Ensure that the documents are kept in-tact and are safeguarded against loss and unauthorized access.
* Keep safe all legal document of the company such as permits, license, employee's records, supplier's profiles.
* Keep safe all the receipt delivery receipt, invoice, purchase order receipts, vouchers, etc.
* Maintain the orderliness and the cleanliness of the facilities storage area.

**Company Driver**

CHINA INTERNATIONALWATER & ELECTRIC CORP.

Quirino Highway, Brgy. San Manuel, City of San Jose Del Monte, Bulacan, Philippines

August 16, 2011 - September 12, 2012

**Asst. Liaison Officer**

Acme Gas Corporation

39 Mirasol St., Cubao, Quezon City, Philippines

December 2, 2008 - June 10, 2010

* Reports newly hired employees of Acme gas and its affiliates to Social Security System, PhilHealth, Pag-ibig and Bureau of Internal Revenue.
* Facilitates and submits documents to SSS i.e. maternity notification, changes status, salary loan, sickness and other pertinent papers.
* Responsible in the computation of remittances such as SSS, PhilHealth, Pag-ibig, and Tax.
* Safe keeper of records and forms of BIR, SSS, PhilHealth and Pag-ibig.
* Responsible in the preparation of pertinent documents to be submitted to different Government Agencies use as requirement.
* In-charge of applying to different Government Agencies license needed by the company.
* Responsible in notarizing legal documents, company profiles to different Private/Government hospitals.
* Coordinates with the different Government Agencies in renewing different licenses needed within the company.
* Coordinates with different Government Agencies in updating records, changes made within the company.
* Safe keeps legal documents, record, licenses and other documents of the company.
* Checks service vehicle and maintains daily cleanliness and housekeeping of the assigned vehicle every morning and before going home in the afternoon.
* Informs mechanic to schedule preventive maintenance of service vehicle, if needed.

**Stockman / Parts Department**

Delta Motors Sales Corporation

Mirasol St., Cubao, Quezon City, Philippines

September 16, 2008 - November 14, 2008

* Relocate the parts in there respective place
* Count and verifies the quantity and quality of incoming materials, parts purchases as stated in the invoice and delivery receipts of supplier as per our purchase order before acceptance.
* Records newly delivered or received materials, parts in the Stock Ledger Cards.
* Prepares materials, parts rejection report for any non-conforming delivered items.
* Stores and label materials, parts, received in the designated storage according to their specification
* Conducts purchasing of needed materials, parts such as supplies, urgent items and others.
* Assist the purchasing clerk in canvassing of materials or parts.
* Post all issued materials in the stock cards before leaving the office.
* Maintains orderliness of the storage area all the times.
* Monitor condition of materials in stock and determine disposition of expired and worn-out materials.
* Conduct stock inventory of all materials, parts and submit inventory report to purchasing officer for review.

**Stockman / Encoder ( On-the-Job Training )**

Local Water Utilities Administration

Katipunan Avenue, Balara, Quezon City, Philippines

November 2007 - February 2008

* Issues supplies to requisitioning personnel/department properly document in the materials issuance slip and approved by authorized officer(s).
* Conduct stock inventory of all supplies and submit inventory report to purchasing officer for review
* Conduct purchasing of needed supplies, such as offices supplies, urgent items and others.
* Encode/Records newly delivered or received materials in stock ledger cards
* Relocate the materials in their respective place
* Count and verifies the quantity and quality of incoming supplies purchases as stated in the invoice and delivery receipts of supplier as per our purchase order before acceptance.

***EDUCATIONAL ATTAINMENT:***

**College** BSBA- Management

New Era University

2004-2008

**High School** NPC High School

San Lorenzo, Norzagaray, Bulacan

2000-2004

**Elementary School** NPC Elementary School

San Lorenzo, Norzagaray, Bulacan

1994-2000

I attest that the above information is true to the best of my knowledge.

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