**Professional Experience**

**July 2005 – March 2016 Ltd. – Dubai Branch**

***Senior Governor Assistant – Marine Industry***

Manage and control all aspects of service operations, logistics, inventory and planning in the department to maximize efficiency and profit to overcome objectives.

- Initiate, track and maintain jobs through constant supervising of a new work in progress and ongoing jobs in conjunction with relevant documents for the process.

- Effectively communicate by liaising with clients and other operational departments to ensure that job requirements and expectations are met at an agreed cost, on time, wherever and whenever required. Prioritize work load, cope with the pressure of meeting time lines and changing priorities.

- Updating the job planning on continual basis and develop analysis reports based on Manager’s demands on a monthly basis.

- Analysis of stock information on a regular basis and taking appropriate action to plan ahead in based on the fast and slow moving items.

- Place purchase orders for demand to supply point.

- Responsible for monitoring receipts and deliveries and maintaining accurate logs of all transportation and goods.

- Tracking validity of equipment Certificates (biannual and annual) being operated and used in the department.

- Administration of health, safety and environmental controls in the department ensuring all activities are in strict compliance with HSE policy and all chemicals used with MSDS.

**July 2003 – 2005 Company Ltd. – Dubai Branch**

***Storekeeper – Marine Industry***

- Entry/issuing of stock items in the system (ORION) corresponding to the requested materials. Receiving/delivery of materials in coordination with the concerned departments.

- Generating of GRS (Good Receipt Store) for updating stock level. Controls inventory levels by conducting physical counts for reconciliation with data storage.

**July 1998 – May 31, 2003 Enterprises Inc. –Philippines**

***Systems / Field Engineer***

- Maintenance of bank cheques clearing system on machines put up in banks for processing of checks electronically. Conduct trainings for newly user to familiarize machine operations. Also introduce clients with new products that increased earnings by 20% and implemented training course for new recruits for speeding profitability.

**February –July 1998 International – Philippines**

***Accounting Clerk***

- In charge in the processing of deferred account receivables. Encoding of all necessary

Information, mainly electronic chips and filing of accounts for records purposes, which then helps me, develops my excellence in handling records.

**Skills, Training and Certifications**

Excellent skills in MS Office (Word, Excel, Outlook, PowerPoint)

Excellent experienced in Orion ERP system

First Aid Fire Fighting Training Course NO. 317/2011

Conducted by PCFC Fire Department

November 2011, JAFZA, Dubai UAE

CPR and Basic First Aid (Adult and Pediatric Module)

Organized by American Safety and Health Institute

April 2011, Dubai Heart Center, UAE

Institution of Occupational Safety and Health (IOSH)

Organized by Eurolink Safety

April 2008, Dubai, UAE

**Educational Background**

Bachelor of Science in Computer Engineering -1997

University of San Carlos – Technological Center

Cebu City, Philippines

**First Name of Application CV No:** **1656258**

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