**OBJECTIVE:**

It is my goal to pursue a career in a company wherein can benefit with my personality, competency and skills in attaining its goals at all times.

**EXPERIENCE:**

**January 2014- Feb 20, 2015**  **Inventory Controller**

 **Singarea Enterprises FZE**

 **Export/ Import Asian Food Products**

 **UAE**

* Product costing
* Materials Planning
* Maintain the Min / Max Inventory level
* Schedule Cycling Counting & Monthly Inventory
* Monitor the Inbound Items , In Transit & Delivery lead Time
* Coordinates with the PRO for release of the containers from customs
* Monitor the Damage & Expired Items for Disposal Purposes
* Monitor the Proper disposal with Clearance from Baladiya
* Scheduling of Outbound Items for Export , Proper documentation
* Checked the reconcile Item Actual vs. System ( Booked)
* Identify the causes of variance after the reconciliation

**October 2011 – December 26, 2013**  **Accountant**

 **Al Khalejia For Aggregates FZE**  **UAE**

* Bank Statement Reconciliation
* Prepare Financial statement
* Cash Flow Monitoring.
* Purchase supplies & consumables for the crews
* Process LC application for every supplier & customers
* Prepare Local Purchase Order ( LPO)
* Prepare quotation & enquiries
* Prepare for online application on new visa for the new employee
* Maintain the general filing system and keeps an updated customers account.
* Prepares Cash Vouchers upon receipts of payments.
* Follow up frequently for payment commitments.
* Identify when delinquent accounts need to be called based on their terms of sale and call promptly once an account becomes past due.

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**Sept. 2005 -March 2011**  **Warehouse & Logistics Manager**

 **Sumifru (Philippine) Corporation – ISO Certified**

 **Philippines**

* Responsible in all Packaging Materials Requirement from other Department
* Raw Materials & Finished Goods handling.
* Inventory Accuracy and maintained the minimum stock level as per requirement
* Distribution of Material as per requirement per branches
* Transportation of Finished Goods to Hubs and Port ( for Export )
* Monitor and established the delivery lead time as per production required
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Implementation of Warehouse Management System ( Thru SAP System)

**Aug.2004 - Aug 2005 Production Supervisor**

 **Davao Fruits Corporation**

 **Plastics Plant ( PSPEI )**

  **Philippines**

* Scheduling of personnel
* Monitoring the production base on raw materials used
* Ensure the quality as per standard by the company
* Monitoring the Work In Process Materials before the turn over to the next shifting
* Ensure the safety rule as per standard procedure
* Reporting to the manager for the daily accomplishment per shifting

**March 1998 -July 2004** **Material Handling - Head**

 **FastCargo Logistics Corp.**

 **Philippines**

* Nestle Warehouse Management
* Nestle Production Distribution
* Nestle Warehouse, Inventory Management
* Established the delivery lead time per costumers
* Monitor the activities, promotion
* Maintained the Inventory Accuracy
* Monitoring on all in transit materials

**March 1995 - February 1998**  **Purchaser**

 **DAPMARK**

 **Philippines**

* Product sourcing
* Coordinates with the Materials Planner
* Identity the correct Specification of the products requested
* Negotiation of price
* Time delivery / delivery lead time
* Obtained quotation from different supplier
* Monitor the activities, promotion

**EDUCATION:**

**DIPLOMA Bachelor of Science in Accountancy**

University of Mindanao (UM)

Philippines

**Short Term course Interface computer college**

Computer basic Programming

 Philippines

**TRAINING / SEMINARS ATTENDED:**

**Business & Planning Control System**

Sponsored by: Nestle Philippines Inc,

Jan -April 1998

**Warehouse Management System**

**SAP R/3 Material Handling**

Sponsored by: Nestle Philippine

Philippines

Feb - April ,2004

**Inventory Control & Planning**

Sponsored by: Sumifru (Phil) Corp.

Philippines

March 2005

**Logistics Planning System**

Philippines

September,2007

**SKILLS:**

* Computer literate (Microsoft Word, Excel and Power Point) SAP
* Well-versed in oral and written English and Filipino.
* Can work independently or as a part of the team.
* Can work 12 hours if needed.
* With UAE Driving License

**PERSONAL DATA:**

Birth Place : Philippines

Height : 5’6 ft.

Weight : 160 lbs.

Sex : Male

Civil Status : Married

Religion : Christian

Nationality : Filipino

**First Name of Application CV No:** 1670760

Whatsapp Mobile: +971504753686

