CURRICULUM VITAE

***SKILLS: +10 yrs. in Warehousing and Material Management in manufacturing industry***

## WORK EXPERIENCE IN ABROAD

6 years working experienced in abroad from February 2006 to March 2012 under EPS in *Seoul, South Korea* (*Employment Permit System of the Philippines*) and 2 years working in *Singapore* since September 2012.

#### Summary of Qualification:

#### Knowledgeable in Warehousing, Inventory Control and Logistics, especially in Material Management using SAP (System Application and Products in Data Processing)

**Currently Warehouse Supervisor at FZE in United Arab Emirates, from April 26, 2015 to PRESENT.**

* **ADIDAS SINGAPORE PTE LTD**

Position: *Storekeeper*

Period: 26 September 2012 to 05 September 2014

Duties and Responsibilities: Providing Warehouse Stock Monitoring, Controlling and Forecasting.

* Responsible for receiving all delivered materials in warehouse as per Invoice and Packing List.
* Inspect all the goods delivered by its quality or appearance and also conducting physical count to assure the conformity of the products.
* Receive each goods thru scanning piece by piece.
* Prepare discrepancy report if the goods delivered are not tally.
* Perform daily cycle count.
* Responsible for counter checking of the goods they picked before delivery.
* Conduct Monthly Inventory.
* Prepare relevant documents assign by the superior.
* **SOMYO Co.***(Textile manufacturing)*

Position: *Storekeeper*

Period: April 2011 to March 2012

Duties and Responsibilities:

* In-charge in the incoming/outgoing shipment and checking the conformity of such as per purchase order and delivery order including the quality of the materials.
* Prepare relevant report for those materials which does not conform the quality or specifications and coordinate with respective department for their proper action
* Sorting and arranging of materials to its respective location and ensuring that it reflects the correct item label
* In-charge in monthly inventory stock-take to verify physical presence of inventory with records and rectify errors and report reasons for discrepancies
* Timely updating of inventory transaction such as goods receiving and issuing in a computerized system and execution of timely material transfer to-and-from production
* Issue materials based on Material Request form according to the company’s policy on inventory valuation i.e., FIFO or LIFO methods
* Prepare Shipping documents such as Proforma Invoice, Packing List and Bill of Lading.
* Liaise closely with the freight forwarder for delivery arrangement
* Ensure material safety & storage condition throughout the process
* Process faulty materials, return to supplier or re-deliver to customer by preparing *Return Merchandize Authorization* form duly approved by the management
* Prepare various monthly reports such as Inventory balances as to the quantity and its value, reconciliation and those items which falls down below minimum stock level for immediate purchasing
* Any other duties as assigned by immediate Superior or Manager
* **COUPLING***(Manufacture specialized METAL cam-lock coupling in Korea used for locking or unlocking industrial hoses and pipes)*

Position: *Storekeeper*

Period: 12th March 2008 to 4th March 2011

Duties and Responsibilities:

* Responsible in packaging of items according to customer order requirements
* Issuance of items according to company’s valuation of inventory i.e., FIFO or LIFO
* Encoding of material movements, incoming and outgoing, and ensuring it’s accuracy to provide correct quantities and prices
* Liaise with freight forwarder for timely deliveries to obtain customer’s satisfaction
* Ensure that the store meets the standard of internal controls and audits, participate in stock-take
* Manage inventory accuracy via planned cycle count, monthly inventory reconciliation, inventory analysis and related reports
* Compilation & submission of documents (Delivery Orders & Invoices) to Finance department on daily basis
* Assist in other ad-hoc operational duties where required
* **TEXTILES***(Textile manufacturing)*

Position: *Warehouse staff*

Period: February 2006 to January 2008

## WORK EXPERIENCE IN PHILIPPINES

* + Company: **PACIFIC (Philippines.) INC.***, Member of ISOLA-GROUP USA*

Industry: *Manufacture base resin material products from multi-functional Epoxy Resins for Printed Circuit Board (PCB’s).*

Period: 19th June 2004 to 30th September 2005

Position: ***Warehouse Clerk***

Duties and Responsibilities:

#### Warehouse Receiving / Issuance

* Responsible for receiving and checking all the data entry of delivered materials in to SAP and EXCEL file of raw materials.
* Timely update of records of inventory movements to provide accurate inventory balances
* Responsible for documentation and processing and delivered document with the coordination of the Philippine Economic Zone Authority (PEZA).
* Preparing weekly summary report and conducting monthly inventory
* Responsible for issuance of all the materials needed in the production subject to approved Material Requisition form of the respective department heads
* ***Warehouse Stock Monitoring***
* Posting and Encoding of all incoming and outgoing deliveries issued and returned materials from production at the same time physical checking of each items.
* Responsible for Controlling, Monitoring and checking of stock level.
* Coordinates with Production Supervisors, Purchasing Officer and Material Planner regarding stock level and also responsible for disposition of reject and scrap materials

#### EDUCATIONAL BACKGROUND

#### Degree holder in Bachelor of Science in Commerce Major in Computer Management

Graduated last ***April 2002*** at University of Perpetual Help System-Laguna

Laguna Philippines

**SEMINAR / TRAINING ATTENDED**

* + ISO TS96949 dated on April 1, 2016 to April 3, 2016
  + OCCUPATIONAL FIRST AID COURSE dated from June 16, 2014 to June 18, 2014
  + FORKLIFT OPERATIONS dated 22nd May 2004
  + 4-step METHOD TO RESPIRATORY PROTECTION dated 24th October 2004

## OTHER SKILLS

## Knowledge in Microsoft Office such as Excel, Word, Power Point and Outlook

* Knowledge in operating business office equipment such as fax machine, electrical typewriter etc.
* Committed and highly dedicated to roles and responsibilities.
* Able to follow instructions easily and a good team player.

## PERSONAL DATA

* Nationality: Filipino
* Language spoken: English, Korean & Filipino
* Birthday: 6th Sept. 1981 Age: 34 years old
* Civil Status: Married

**First Name of Application CV No :** **1695708**

Whatsapp Mobile: +971504753686

