R e s u m e’

JERRY

**■ Career Objective ■**

To join a company that offers an opportunity for advancement, recognizes and rewards excellent effort.

Position Desired: STOREKEEPER

**■Personal Details ■**

**Gender:**  Male

**Height:**  5’5”

**Weight:** 65kgs.

**Birthdate:** January 18, 1978

**Nationality:** Filipino

**Marital Status:** Married

**Language Spoken:** English, Tagalog (Filipino)

**Religion:** Roman Catholic

**■ Educational Background ■**

Tertiary: **Laguna Santiago Educational Foundation Inc.** Graduated: 1997

F. Sario St. Sta. Cruz, Laguna 4009

Course: **Computer Programming**

Secondary: **Jose P. Laurel High School** Graduated: 1994

Pampanga St. Tondo, Manila

Primary: **Melchora E. Aquino Elementary School** Graduated: 1990

Solis St. Tondo, Manila

**■ Employment History ■**

Company Name: Al-Toukhi Company for Industry, Trading & Contracting

**Address:** King Fahad St., next to Express Saudi Post

P.O Box 497 Riyadh 11411

Kingdom of Saudi Arabia

**Client : Saudi Electricity Company (SCECO)**

**Project : Hail Power Plant Ext. II**

**Position : STOREKEEPER**

**From:**  **May 24, 2015 up to present**

**Client : Saudi Electricity Company (SCECO)**

**Project : Najran Power Plant Ext. IV**

**Position:** **STOREKEEPER**

**From:**  **June 27, 2012 up to May 23, 2015**

**■ Scoop of the work ■**

* Warehousing with database and office work.
* Checking and receiving materials based on the purchase order.
* Coordinate with the managers if there is a damage, lacking, or problem upon delivery of the items.
* Send reports to the warehouses manager based on a daily activity and inventory balance every end of the month.
* Coordinate with the site manager regarding the availability of the items to ensure the re-ordering of the materials.
* Issue materials and tools needed in the working site.
* Encoding the daily transactions in database and filing important documents.
* Conduct physical audit every time to ensure the availability and maintain the database record intact.
* Re-tracking the items with discrepancies and make necessary adjustment.
* Segregates, labeling, tagging and assigned location of all items received.
* Maintain the record of tools intact.
* Assign and observe the proper stocking of electrical, mechanical, chemical, hazardous or flammable materials.
* Implement pull-out slip with authorized signatory for withdrawal of items or tools.
* Implement stocking procedure LIFO/FIFO stock if necessary.
* Checking and prepare invoices for the materials needed to be send in other site.
* Maintain the minimum or maximum stocks level.
* Maintain the quality and quantity of materials.
* Collect and re-count all the materials unused and return in the warehouse for the next project.
* Maintain the cleanliness of the working and storage area.
* Operate forklift and vehicles for loading and shifting of materials in the working site.
* Follow all company rules and safety procedures.
* Preparing timesheet of workers.

Company Name: CenterPoint Builders Supply

**Address:** Brgy. Binan, Pagsajan, Laguna, Philippines

**Position:** **AUDITOR (ASST. SUPERVISOR)**

**From:**  **December 1997 up to June 26, 2012**

**■ Scoop of the work ■**

* Inventory Controller, Auditor, Merchandising
* Maintain accurate manual and computer records.

* Conduct random inventory for 26 branches and 4 warehouses to ensure the availability of the materials like tiles, water closets, lavatories, and others finishing materials.
* Monitor the proper merchandise including the prices, tags, location of the items to make sure the visibility of the items in the stores.
* Issue a report and notice to the branch manager to reconcile all discrepancies before submitting the final report.
* Planning for new merchandising strategies to promote the products.
* Submit report to the manager regarding availability of stocks to ensure re-ordering of items.
* Encoding incoming delivery and invoices in database.
* Maintain the minimum stocking procedure, labeling, status and quality of items.
* Prepare monthly report regarding fast moving, slow moving, total sales and inventory of items.
* Repacking and sorting of all loose items for re-selling.
* Coordinate with the managers regarding promotional activities.
* Make sure all stocks items and deliveries are in pallets or carts.
* Make a monitoring list of all the items production and expiration date if necessary.
* Designate and monitor manpower in specific skills.

Company Name: Mister Donut Company

**Address:** Banawe St. Quezon City, Manila, Philippines

**Position:** **BAKER ASST. (DESIGNER)**

**From:**  **August 12 up to December 27, 1997**

**■ Scoop of the work ■**

* Assisting the baker for designing and glazing of the products.
* Responsible for baking and designing.
* Maintain the cleanliness of products and working place.
* Maintain the cleanliness and condition of equipment and tools.
* Coordinate with the manager and supervisor to achieve production target.
* Preparing and submit report every week regarding production.
* Performs other related duties to the work describe therein.
* Sterilize all utensils and other equipment before and after the using.
* Assists the Chief Finisher in directing and controlling the production activities in his respective work group.

**■ Qualifications ■**

* Willing to undergo training on whatever expertise to be improve.
* Excellent communicate on skills.
* Easily catch up instruction with minimum supervision.
* Computer Literate.
* Have initiative and good sense of organization.
* Can work under pressure with minimum supervision.

**■ Special Capabilities ■**

* Driving (truck, car, forklift)
* Proficient in handling computer and other office equipment.
* Can perform electrical job.

Dear Mr. / Mrs. Manager,

I’m applying for any position that currently available in your company that suit for my education, experience, and career interests. Currently, I’m working in **Al Toukhi Company for Industry, Trading and Contracting** as a Storekeeper presently assigned in **Hail Power Plant Extension I**I.

In my decade of professional experience I have already demonstrated the qualities being self-motivated, time managing, hardworking in the field of logistic, warehousing and also in the computer specialization. I am confident that I gained knowledge to perform my duties effectively and responsibly which I can use in your company. And I hope that my hands-on experience and practical knowledge in the professional field are well suited to the goals of your company. I would be very grateful if you would review my resume.

You may contact my number or e-mail address, if you need further details regarding my application. I will be available at your convenience.

Thank you very much and hoping for your consideration. More power and Allah bless you!

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

