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**Michael**

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| **Objective** | | **To learn and contribute my skills, ability and knowledge regarding the growth of the business, sales, services along with my extensive experience. I intend to use my professional expertise in this field in towards expanding the customer base of the company.** |
| **Experience** | **October 5, 2016 - Present**  ***STEEL WOOD INDUSTRIES FZCO***  ***WAREHOUSE EXECUTIVE***   * ***Warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.*** * ***Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.*** * ***Delivers supplies and equipment to departments by receiving and transferring items.*** * ***Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.*** * ***Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.*** * ***Secures warehouse by turning alarms on; testing systems.*** * ***Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.***   **May 10, 2014 – June 30, 2016**  **ARGO MARINE SHIP REPAIR L.L.C. DUBAI, U.A.E.**  **STOREKEEPER / PURCHASER / ADMIN.**  ***Storekeeper Officer:***   * ***Responsible for in and outs of the materials and equipments.*** * ***Inventories for materials and equipments quarterly.*** * **Handles and documents storage and transportation of hazardous materials.** * ***Under general supervision keeps tock records, receives, stores and issues materials, supplies, tools, parts and equipment for installation; load and unloads supplies and other material.*** * **Maintains the warehouse, records area and stores area in a neat and orderly manner.**   ***Purchaser Officer:***   * To perform and manage all activities involved in the purchase of materials from local/overseas sources as per the Company’s procedures and method. * Provide administrative support to both staff (Technical & non Technical) & managers. * To maintain and develop continuous business relationship with local and overseas suppliers. * Source of Specialist Purchasing & contract expertise. * Establish initial contact with the vendor. * Provided assistance to project staff at the Division’s other locations in the areas material sourcing, technical support and vendor relations. * Prepare Enquiries, Request for Quotations Purchase Orders & also prepare Material Received Summary reports. * Ensure that all works has in safe manner with company Health and Safety.   ***Admin:***   * Direct and coordinate the operations of all the departments within the organization and handle administration routine matters. * Oversee company communications systems including incoming / outgoing mails, screening of telephone calls, identify the messages requiring priority attention and timely response. * Assist the Office Administrator in liaising and maintaining relationship with organizations that provide support services (maintenance, telephone and internet, generator, cleaning, etc.) to the Office. * Prepare monthly reports. * Prepare Agenda for the meetings.   **March 24,2013 – April 21, 2014**  **AL HOKAIR  Fashion Retail  *(F&F London)* - K.S.A. Riyadh**  **Department Manager (kids and men section)**   * **Managing staff** * **Visual Merchandising** * **Hitting targets and implementing strategies to improve sales** * **Stock control** * **Hitting sales targets** * **Account analysis** * **Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.** * **Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.**   **February 2003 – January 2012**  “**VOCO” GERMANY, Mckinley - (Philippines)**  ***Area Dental Sales Representative***   * **Maximize sales & new accounts development by cultivating customer needs and relationships.** * **Suggest and sale new products used for dental routines.** * **Performs and conducted regular visits from dental clients / clinics to do sales and encourage in buying quality products.** * **Responsible for the collections on all purchased products.** * **Responsible for the day to day sales per area of responsibilities.**   **May 1997 – January 30, 2001**  **NETHERLANDS INSURANCE COMPANY (PHILS.)**  ***Underwriting Associate (Calamba Service Center)***   * **Responsible of issuance of policy insurance** * **Understand the state insurance regulations and legislation.**   **Performs underwriting manuals for employees explaining under writing philosophy and complex insurance concept.**  **Qualifications**   * **Highly competitive, self-starter who is organized, disciplined and goal oriented.** * **Excellent communication skills demonstrated by ability to work by people of diverse backgrounds.** * **Listen to determined needs of customers before offering solution.** * **Quickly establish a rapport with clients.** * **Responsible, hardworking and creative mind.**   **Education Attainment**   * **Bachelor of Science in Management** **(1996)**   **MANUEL L. QUEZON UNIVERSITY - PHILIPPINES**   * **Diploma in Shielded Metal Arc Welding - SMAW (2010)**   **(VOCATIONAL COURSE – TESDA NATIONAL CERTIFICATE**  **ADVENTIS UNIVERSITY OF THE PHILIPPINES**    **Character References: *Available upon request*** | |