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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*** |