***Nilo***

*Nationality – Filipino Citizen*

***POSITION DESIRED:***

***STORE KEEPER/WAREHOUSING***

***OBJECTIVES***

* *To avoid over and under-stocking of materials.*
* *To maintain systematic records of materials*
* *To protect materials from losses or damages.*
* *To minimize the storage costs of materials.*
* *To check the stock periodically.*

***DUTIESANDRESPONSIBILITIES***

* *Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on order received.*
* *Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.*
* *Maintains the warehouse, records area and stores area in a neat and orderly manner.*
* *Requisition,receive,stockandissuematerials,supplies,tools,partsandequipmentutilizingacomputerpurchasingand inventorycontrolsystem.*
* *Verifyarticlesagainstpurchaseordersorpackinglistsandcountandinspectmaterialsfordamageordefects.*
* *Issuematerials,supplies,tools,partsandequipment,obtainingproperrecordsandrequisitions.*
* *Performweeklycyclecounts,quarterlyinventory,mid-yearinventory,year-endinventoryandphysicalinventoryandprepareyear-endinventoryreports.*

***SKILLS***

* *Shielded Metal Arc Welding*
* *Building Wiring Installation*
* *Computer Literate in Microsoft Outlook, Word and Excel.*
* *Internet savvy*
* *Conversant in-doing email and correspondence*
* *Report preparation based on evaluated documents.*

***WORK HISTORY***

*AXAL Arabia Construction Company Dammam, Saudi Arabia*

Store keeper (Civil Dept.) *January 28, 2014 – April 20, 2016*

Store keeper (MEP Dept.) *April01, 2011 – December 2, 2013*

*ASIA PRO AGENCY Dangcagan, Bukidnon Philippines*

Plantation (Harvester) *June 2007 – July 2008*

*Del Monte Philippines Inc. (DMPI) Bugo, Cagayan de Oro, City Philippines*

Warehouse (Incoming&Outgoing)  *August 1, 2000 - September 19, 2005*

***TRAINING BACKGROUND***

***ParañaqueSkills Training Center (TESDA)*** *Para*ñaque *City, Philippines*

*Building Wiring Installation (Completed) December 16, 2010*

*Certificate*

***Parañaque Skills TrainingCenter (TESDA)*** *Para*ñaque *City, Philippines*

*SMAW Welder (Completed) December 18, 2009*

*Certificate*

***EDUCATION***

*Santo Niño High School Dangcagan, Bukidnon Philippines*

Secondary Course (Graduated) *June 5, 1995 - March 26, 1996*

***PERSONAL DATA:***

* *Date of Birth – November 24, 1976*
* *Gender – Male*
* *Marital Status – Single*
* *Languages – English (****Can speak Arabic****)*

**Job Seeker First Name / CV No: 1716306**

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