**OBJECTIVE:**

**AREAS OF EXPERTISE:**

* Office Processes
* Managing People & Operation
* Customer Service
* Inventory Management
* Trouble Shooting

**KEY SKILLS AND COMPETENCIES:**

* Knowledge & experience on Electrical, Automotive, Machinery and Electronics.
* Office Jobs.
* Warehousing Inventory Handler.
* Able to work under pressure and extended period of time.
* Cooperative, Well Disciplined, Patient, Act Fast and Supporting the Team.
* Good Leadership on assigned task.
* Team Leader
* Multi-tasking role.
* Easy learner when it comes to system.

**COMPUTER BACKGROUND:**

* MS Office Application (MS-Excel, MS Word, MS Power Point)
* Adobe Acrobat

**SYSTEM KNOWLEDGE:**

* Transight
* POS System (Point Of Sale)
* PWC (Price Waterhouse Coopers) Portal
* Quickbook

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Work for a reputable and stable company where my skills, abilities and background can contribute to the success of the company.

**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

**MEERA AL SHAM GLOBAL SEPTEMBER 2014-PRESENT**

**AL QUOZ INDUSTRIAL 3**

**WAREHOUSE STOREKEEPER**

* Responsible on receiving and inspecting the products to the supplier from the Receiving Area.
* Before rejecting the items if the quality is not good or near expiration. Inform the higher Management and proceed the procedure.
* Responsible to make an Invoice using Quickbook System together with the Out Voucher Form when delivering/dispatching any Food Items and any Stocks to Restaurant, Hotels&also to the Customer.
* Responsible to deliver all the items requesting by Production, Packaging, Catering, Kitchen Department and Restaurant, also providing Office Supplies to the Management Office using Delivery Note Form & also Out Voucher Form.
* Responsible also to communicate to the driver for delivering all the items to the Restaurant & also Hotels.
* Responsible to monitor all the stocks that are near running out and purchase for the stocks.
* Responsible to communicate all the Managers in a different area for the items order they need.
* Responsible to do FIFO and monitor the expiration items of the products.
* Responsible to organize and segregate all the receiving items, item by items.
* Responsible to encode all the receiving items thru the system.
* Responsible for Daily, Weekly and Monthly Inventory by counting manually vs the system.
* Responsible to Organize the Invoices and Documents date by date and supplier by supplier. To surrender this documents to the Accounting Department.
* Preparing and maintaining records of all the Inventory.
* Responsible to check the cleanliness of the store and clean at all time (clean as you go).
* System using to input the items is EXCEL. For purchasing the items thru e-mail and phone calls for urgent.
* Responsible for checking all the food if is complete and received then display.
* Responsible to supervise the Catering Events, Operation and the Staff.
* Can manage the operation w/o the Manager supervision in Catering Event.

**TRAINING, SEMINARS & AWARD:**

* **Caribou Coffee Management Office**

Certificate OfManagement Orientation Program

July 2013

* **Boecker Public Health HACCP**

Certificate Of Person In Charge Level 2

Feb. 12, 2013 – Feb. 11, 2018

* **U.S.O Navy/Army MWR Task Group**

Certificate Of Commendation

May 18, 2012 – Dec. 07, 2012

* **Al Sayer Franchising Company Caribou Coffee**

Certificate Of Dedication & Hard Work

April 22, 2012

* **Caribou Coffee The Greens**

Certificate Of Dedication & Hard Work

March 31, 2012

* **Caribou Coffee The Greens**

Certificate Of Dedication & Hard Work

February 29, 2012

* **Al Sayer Franchising Company Caribou Coffee**

Certificate Of Excellence

Year 2009

* **Al Sayer Franchising Company Caribou Coffee**

Certificate Of Best Store The Greens

Year 2009

**EDUCATION BACKGROUND:**

* **B.S Industrial Technology**

Major In E.M.T

(Electro-Mechanical Technology)

DMMMSU-MLUC

San Fernando City, La Union Philippines (Graduate 2003-2007)

**YEARS OF EXPERIENCE:**

* Over All Nine Years (10) Of Experience
* Seven Years (8) In UAE
* Two Years (2) In Philippines

**WORK EXPERIENCE:**

* **Automotive Maintenance & Assemble Staff:** The 2nd Coming Auto Repair Shop

March 2006 to April 2007

**Languages:**

* Filipino (Tagalog) as first language
* Excellent in written and spoken English

**CARIBOU COFFEE APRIL 2008-AUGUST 2014**

**U.S.O NAVY & ARMY BASE JEBEL ALI**

**STORE IN CHARGE AND INVENTORY MONITORING**

* Responsible for Food Safety, Sanitation and Hygiene on the products, Store and Staff.
* Giving the Best & Excellent Service to the customer.
* Handling the store, the teams and managing the guest with maximum 8000 U.S Navies & Armies (USO) a day.
* Responsible of Weekly & Monthly Inventory of the products thru manually vs. the system.
* Responsible for checking the expired products every week.
* Responsible to orderor purchase the products by using PWC (thru Portal order), Non-PWC (with weekly & monthly order basis if Busy & Non-Busy outlet) and Food Products.
* Responsible on receiving, checking the products & returned the items if not good and encode the items thru Excel and in the System (Tran-sight System).
* Responsible for Documentation (Weekly Report) like Checking the Sales, Checking the Supplier Invoice, Checking the Credit Card Report, Troubleshooting the Documents and Submit to the Accounting/Finance Department.
* Responsible to Monitor &submittingto the Accounting/FinanceDepartment forthe Attendance Sheet Report (ASRE) of the staff every cut off.
* Sharing ideas to the Management.
* Responsible on Cash Handling Policies.
* Familiarized on PNL (Profit And Lost) and COGS (Cost Of Goods Sold) Monitoring.
* Handling Guest Complains.
* Responsible to trained incoming New Staff in any Nationalities.
* Handling Staff and Management Document Report.

**SANYO SEMICON COMPANY (SSMP) MAY 2007-FEBRUARY 2008**

**TARLAC CITY, PHILIPPINES**

**INVENTORY MONITORING& WAREHOUSE STOREKEEPER**

* Preparing and maintaining records of all the Inventory.
* Compiling Inventory Reports and issuing them to the Management.
* Supporting shipping preparation and loading the items.
* Investigating inventory Shortages and Discrepancies.
* Responsible in organizing of all Documentation
* Working with Sales Representatives, Customers and other member of the Warehouse as needed.
* Responsible on receiving the Machine from Japan.
* Responsible to check and inspect all the machine.
* Responsible to Purchase an items and send the proposal for the expenses of the equipment’s to the Manager.
* Responsible to do Weekly & Monthly Inventory by manually count vs the system.