**Emmanuel**

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**Work Experiences**

**DynCorp International – LOGCAP IV**

**Warehouse Supervisor**

March 16, 2011 – March 15, 2014

Camp Leatherneck Materials, Helmand Afghanistan

**Job Description**

* I assisted the Warehouse Manager in decision making, assigning, and scheduling, instructing and supervising personnel on tasks and in maintaining the different areas of the warehouse facility.
* I am part of a team responsible in supervising and monitoring the daily operation of the warehouse, as well as the receipt and distribution of material assets to project sites
* Part of my responsibility is to assign duties, give instructions to foreman and leads, show them the proper procedures and work techniques on warehousing, safety, inventory control and daily workflow processes.
* I am responsible in building and developing yards from ground up, establishing workflow process, storage planning, establishing locator system, developing ASL and staffing.
* Checked for the end to end application of the SOP making sure it is being followed for receiving, issuing, storing, loading and unloading of incoming and outgoing construction materials, parts, tools and equipment.
* Monitored Overage, Shortages and Damages and create Report of Discrepancies, and reviewed bill of lading, purchase request and shipping records, prepared status report for these received items to the Manager.
* Assisted in validating pertinent data are being encoded in the ERP module starting from receipt, issue, and shipping.
* Identified and palletized excess materials and Turn in for re-utilization.
* Collected information from Operations and Maintenance Department about the unavailable parts, checked whether there are any open requisitions, and dropped requisitions so procurement could process for purchase.
* Monitored and followed up back-orders, and update the customer of the status of their orders. Informed the end users of the parts as soon as the material is received to facilitate the repair, and close open work orders.
* Observed the process of receiving, issuing, turn-in and shipping of tools, equipment and materials to the respective maintenance departments and project sites and make adjustments if necessary.
* Supervised, trained and mentored a 40-member staff.
* Maintained detailed documentation of our outstanding safety record, conducted monthly safety checks
* Checked on TSTI’s (Total Safety Task Instruction), review the AHA’s (Activity Hazard Analysis) and tool box topics discussed and fulfill needed corrections
* Maintained document files, required during audits.

**DynCorp International – LOGCAP IV**

**Material Control Specialist**

March 16, 2010 – March 15, 2011

Camp Leatherneck Materials, Helmand Afghanistan

**Job Description**

* I was assigned in the different areas of the workflow; I worked in receiving, issuing, turn-in and shipping of materials to the respective trades and sites.
* Received materials based on the invoice, checking for damages, verifies quantity, part number and serial number, investigate and report discrepancies
* Coordinates with logistics the transportation of materials issued, packaged and shipped with contract site, trades or other specified destinations.
* Updates on our database the materials for shipment or storage and informs end users of the availability of their requests.
* I was assigned to Trans Hub our Central Receiving and Shipping Point (CRSP), supported 20-30 trucks daily managed shipping and receiving, and we were able to establish a reputation for outstanding customer service
* Coordinated with other department heads, and processed their request for materials.
* Troubleshoot problems, and bring together problem resolution in collaboration with the management
* I was involved in revamping the yard, working closely with the Materials Manager and act as an Intern Supervisor
* Was promoted to Supervisor after passing the two DCMA audits during my stint as an intern supervisor

**Kellogg Brown and Root Inc. – LOGCAP III**

**Logistics Warehouseman**

May 2008 – March 15, 2010

Camp Tombstone, Helmand, Afghanistan

**Job Description**

* Tasked to maintain and account for all the materials in the yard and set up the work site
* Issued materials, tools and equipment to trades for specific Work Orders for preventive maintenance
* Received materials based on the invoice, checking for damages, verifies quantity, part number and serial number, investigate and report discrepancies
* Stored materials inside containers to protect them from deterioration and performs various cleanup activities
* Maintained inventory control, production control, receiving and shipping of materials
* Moved materials through heavy lifting, hand pallets, or through a forklift
* Identified and organized the materials and update the bin location in Maximo and SAP

**Kellogg Brown and Root Inc. – LOGCAP III**

**Reverse Osmosis Water Purification Unit Operator**

January 24, 2007 – April 2008

Bagram Airfield, Afghanistan

**Education:**

**Technological Institute of the Philippines**

**Bachelor of Science in Chemical Engineering**

1987 – 1992