

**Michael**

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**CAREER OBJECTIVE**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential.

**SKILLS & ABILITIES**

* Microsoft GP end user.
* Knowledge with ESS system which currently use in admin database.
* Microsoft Word, MS Excel, MS PowerPoint and Internet
* Having experience in ERP system.
* Having UAE driver’s license
* Can work beyond normal working hours under pressure
* Adopt flexibility to different situation and responsible
* Excellent communication and writing skills in English.

**WORK EXPERIENCES**

**ADMINISTRATIVE COORDINATOR/CUM ASSISTANT**

NIMR AUTOMOTIVE (TAWAZUN SUBSIDIARY)

Al Ajban Abu Dhabi, UAE

2015 till present

Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

* Circulating documents via post & emails
* Scheduling managers meeting
* Raising Purchase requisitions as per admin requirements/chasing outstanding payments
* Inventory and supplies of stationeries as per the requirements of employees
* Documents keeping such as scanning of invoices & admin documents as well as hard copies filling with an excel tracking support.
* Do travel booking for business trips of Directors & Managers
* Responsible to track PR status & Payments
* Scheduling some admin staffs for weekly works
* Preparing Gate passes & Permanent ID’s for visitor’s and supplier’s

**WAREHOUSE SUPERVISOR/ ERP-MICROSOFT GP USER**

NIMR AUTOMOTIVE (TAWAZUN SUBSIDIARY)

Al Ajban Abu Dhabi, UAE

2012 till 2014

In charge to all warehouse movement such as:

* Updating stock inventory using bincard & system
* In charge of making GRN manual & System GRN
* In charge to raise Material request upon stock availability
* In charge of all warehouse activities.
* In charge of issuing & Posting through the system GP

**INVENTORY CONTROLLER/STOREKEEPER/ERP (E-PROMISE USER)**

TAMAS Project, LLC

Khalifa St. Abu Dhabi, UAE

2010 till 2011

In charge to all store movement such as:

* Receiving & Issuing materials
* Updating stock inventory using bincard & system
* In charge of making Payment Certificate
* In charge to raise Material request upon stock availability
* Monitoring all assets/equipments using at site

**STOREKEEPER/LOGISTIC**

IJM-LFE JV CONSTRUCTION

Al Reem Island, Abu Dhabi, UAE

1. – 2010

* In charge in releasing store requisition form
* Responsible in receiving Goods/Materials,
* Responsible in releasing Purchase Receipt (OV)
* Inventory Issue using ERP System
* In charge in monitoring & updating stock control card/Bin card,
* Responsible in maintaining & safe keeping of construction equipments
* In charge in disposing scrap materials
* Monitor if there are spoil equipments

**SALES REPRESENTATIVE**

BAYER Agricultural Supply

Isabela, Philippines

2005 – 2006

* Selling the product to the customer
* Developing strong relationship with client
* Making market survey, analyzing prices and movements of giving better product for the supplier
* Preparation for new delivered products
* Updating customers purchase order status, trucking information products, pricing, inventory, etc.

**WELDER/FABRICATION**

1. F. Manuel Construction

Isabela, Philippines

2003 – 2004

* Dealing with the auto parts for the customer
* Workshop welder checking and repairing any vehicle for the clients
* Preparing the materials and design made by the clients
* Service work home welding still window and painting for the client

**MECHANIC/MAINTENANCE**

1. R. Domingo Construction

Isabela, Philippines

2003 – 2004

* Assist mechanic/welder for any problem of the vehicle
* Preparing materials for mechanical engineering to repair A/C, Plumbing and Electric work

**WAREHOUSEMAN/CHECKER**

Philippines Ports Authority

Palawan, Philippines

1999 – 2002

* Warehouse over all in-charge and logistics
* Handling of Inventories
* Shipping coordinator
* Arrange schedule of deliveries
* Helping carry and checking all the items delivery

**EDUCATION**

**TERTIARY:**

**B.S. Psychology**

New Era University

Manila, Philippines

**VOCATIONAL COURSE:**

**Certificate in Welder/Fabrication (2005)**

TESDA

Nueva Viscaya, Philippines

**PERSONAL BACKGROUND**

Age: 38 years old

Date of Birth: May 23, 1977

Place of Birth: Isabela, Philippines

Nationality: Filipino

I hereby certify that the above information is true and correct to the best of my knowledge.