**CURRICULUM VITAE**

****

**RONNIE**

Email: [Ronnie.341927@2freemail.com](mailto:Ronnie.341927@2freemail.com)

C/o-Mobile #: +971503718643

**CAREER OBJECTIVE**

A motivated, result-oriented applicant, seeking an opportunity to utilize expertise, skills, and education and to contribute my knowledge and experienced this field.

**KEY EXPERIENCES**

# Rich GCC experienced in Warehousing / Storekeeping,/ Inventory / Timekeeping / Document Control.

**EDUCATIONAL BACKGROUND**

**Diploma in Electronic Broadcast Technician** - Graduated 1990

**Diploma in General Radio Communication Operator**- Graduated 1989

**School: Philippine Electronic & Communication Institute**

Butuan City, Philippines

**Short Courses:**

Welding- SMAW

Refrigeration & Airconditioning

Massage Therapy ( NCII Certified)

**WORK EXPERIENCED**

# Mesopotamia General Contracting Company April 2015 – Present Doha, Qatar

**Storekeeper/Timekeeper / Document Controller**

# Implemented & standardized HR policies and procedures across the working sites.

Be the source of reference for employer and employee on HR Manual & Qatar Labor Law and ensuring compliance with them

Oversee exempt and non-exempt timekeeping processes for the entire department.

Receive a written or electronic account of all hours worked.

Obtain supporting documentation for all leave usage.

Ensure time and attendance records for every employees are submitted within established deadlines for payroll processing.

Prepare and validate corrected timesheets.

Review and sign off on timecards submitted by supervisors in their designated areas.

Process manual or electronic timekeeping actions.

Update the unpaid leaves on HRMS.

Provide the overtime summary to HR Department for payroll processing.

Act as liaison between the HR department and other departments for attendance.

Ensuring data is backed up at the end of every working day

Provide effective administrative support to the administration Manager

**Amtaar Investment Company May 2013- 2014 Khartoum, Sudan**

**Warehouse – In Charge / Storekeeper**

In charge of receiving and issuing all agricultural supplies, such as Fertilizers, Seeds,Insecticide Agricultural machine spare parts in the warehouse.

Submission of daily report of diesel consumption, agricultural supplies and spare parts.

Re-ordering of materials those below minimum stock for replenishment.

**Samama Contracting Company Sept. 2009 – Sept. 2Riyadh, KSA**

**Inventory Specialist**

Controlling all asset transfer & reviewing clearances those who will go vacation and exits. If cleared clearance will be sign.

Checking and verifying all invoices to the receiver by phone and emails.

Reviewing PR, PO, against Invoices and Received Notes to find out descrepancies.

Submission of monthly reports of Good Received, Issued and Balance to Finance Dept.

Regular visit on site for random physical inventory check of equipments and materials.

**Southern Can Making Company June 1996 - June 2002 Jeddah,KSA**

**Sept. 2002- Feb. 2008Jeddah, KSA**

**Storekeeper**

In charge of receiving, issuing of all materials needed in the production line.

Re-ordering of materials and machine parts those below minimum stock level for replenishment.

Data entry of in-coming and out going of materials and machine parts.

Coordinates with shift Supervisors regarding spare parts order and repairs.

Operate Forklift if necessary.

Keeping the stores clean and tidy at all time.

**Diamond Haus Corporation 1992- 1995 Manila, Philippines**

**Machine Operator**

Operates and maintained Powder Coating Spray Machine.

Powder Painting of Steel Furnitures ( Steel Beds )

**PEC Broadcasting Corporation ( TV5/ DXGL- FM Station) Butuan City, Philippines**

**Studio Technician**

Prepare program schedules.

Set up control& operate radio transmitter and associated audio/ video equipments in the station.

Coordinating with onboard announcer during his/her time as master controller.

Monitors and play recorded commercials as per daily airtime schedule.

Regular checking of voltage and amphere of the transmitter and log readings.

Preview schedule program to ensure that the signal are functioning and programs are ready for transmission.

Maintain program logs as required by station management & NTC.

Substituting other programs in cases where signal fails.

Coordinating public and private video coverage for local news coverage.

Video recording and editing.

**INTERPERSONAL SKILLS**

* Effective interaction with individuals at all levels of the organization.
* Self- motivated can work independently, with team support
* Organized and dedicated with a positive attitude.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Nationality** | **Filipino** |
| **D.O.B** | **10November 1966** |
| **Marital Status** | **Married** |
|  |  |
|  |  |

**Employment Certificates / References are available upon request.**

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

**Sincerely,**