

Contact HR Consultant for CV No: 341986

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**POSITION DESIRED:**

Inventory Controller/Logistic Officer/Warehouse Supervisor/Admin Assistant

**OBJECTIVES:**

To secure a position where my over 11 years of experience in a different line of business can

Contribute the organization while utilizing my background in a team with dynamic professionals.

**PROFILE:**

Deep knowledge of Inventory and supply chain management with accounting applications on these modules

Good understanding of all financial products and its applications in the business

Working on Oracle 8I and Oracle 11 I (ERP) Inventory & Purchasing module

Working on Global Management System (GMS) / (IFS), Inventory & Preventive Maintenance module

**KEY FUNCTIONAL SKILLS:**

Excellent written, oral and interpersonal communication skills

Extensive knowledge of inventory control system implementation and monitoring

Good understanding of inventory control policy and procedures

Experienced with training personnel in inventory control procedures

Able to anticipate inventory needs and submit orders

Above-average computer application and database tracking and entry skills

Excellent record-keeping and filing skills

**PROFESSSIONAL WORK EXPERIENCE:**

Company Name: ALE MIDDLE EAST LLC

Abu Dhabi, United Arab Emirate

Inventory Controller / Admin Maintenance (Nov.15, 2015 – Mar. 05, 2017)

DUTIES AND RESPONSIBILITIES:

* Checking equipment/materials inbound and outbound to avoid discrepancies.
* Follow up to Supervisor on site operation’s what more equipment needed if necessary.
* Ensuring all the equipment’s are entered into the IFS system for Maintenance Aware.
* Maintain Equipment by Preventative Maintenance Checks and Services (IFS).
* Perform weekly and monthly Inventory to make sure all equipment return in good condition.
* Generating Weekly and Monthly reports as required.
* Updating Maintenance and Certification, ensuring all file are entered both in system and file.
* Communicate with both technical and non-technical personnel
* Preparing Invoice / Packing List for local Shipment
* Preparing Invoice / Packing List / Country of Origin for Overseas Shipment.
* Preparing of entry pass for all ports of incoming and outgoing vehicles with equipment.
* Coordinated with operations management and carried out tracking / inventory analysis.
* Aided development and enforcement of systems and coordinated in planning meetings.
* Arranging and planning for vehicle for mobilization of equipment.
* Coordinates with the Operations, Fleet, and Project Manager / Site Supervisor for equipment planning.
* Follow up for the shipments and equipment requirements for the projects

Company Name: Hyundai Heavy Industries Co., Ltd.

IGD-Das Project (Integrated Gas Development – Das Island)

Abu Dhabi, United Arab Emirate

Logistics Officer /Material Controller (Jan.30, 2012 – Aug.05, 2013)

DUTIES AND RESPONSIBILITIES:

* Ensure proper documentation, including transit documents, clearances, and exits for shipments. Ensure documentation is accurately processed, distributed and released to carrier, forwarders, in a timely manner.
* Prepare cargo manifest and coordinate with handling team for material collection, loading/offloading operations
* Tracking of issues, receipts, inspections, material identification, storage preservation in warehouse, shipping transfers of materials between storage locations and Rig sites / Offshore sites (including food supplies of employees offshore)
* Handling procurement in expediting and processing quotes, making purchase orders with material requisitions.
* Searching for proper suppliers, negotiating details, concluding contracts and agreements.
* Secure all relevant documents for the customs clearance processing.
* Exporting materials that are intended for repair / return to supplier.
* Preparing, submitting Duty Exemption application to our client for the waived of customs duty.
* Arranging the offloading / loading of materials to be sent to the project site.
* Ensuring the security of documentation received and distributed, in accordance with corporate procedures, distributing documents in either electronic or hard copy form.
* Preparing Daily Manifest and checking weather condition thru online from Abu Dhabi port Control.
* Securing passes from Abu Dhabi Port Control to dock on Onshore and to Ship Offshore.
* Checking of all coming materials in the barge.
* Secure certification for permits on cargo shipments and airfreight courier.
* Controlling and filling of hard copy internal and external correspondence generated from communications, importing correspondence and data tracking correspondence progress, maintaining accurate and up to date data.

Company Name: Al Meraikhi Industrial Complex

Abu Dhabi, United Arab Emirate

Head Storekeeper / Material Controller (Oct.2008 – Oct.10, 2011)

DUTIES AND RESPONSIBILITIES:

* Responsible for coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive
* Ensuring that documents transmittals are acknowledged in case there is a dispute on whether the documents were transmitted.
* Effectively follow the company’s standard operating procedures in submissions of documents. Standard document submissions must take.
* Checking and posting store receipt and issue vouchers for major items like steel, cement, aggregate, chemicals and all other LC items on oracle 11i
* Preparing purchase order requisition in oracle 11i.
* Ensuring all the items, materials, documents are stored tidy and methodical as per ISO requirement.
* Follow up with purchase department for purchase order and coordinating with the supplier for delivery of items.
* Coordinating between QAQC/Safety Department and Suppliers for quality and safety related document.
* Conducting physical counting for all store items on monthly basis and submitting reports to Accounts section.

Company Name: Emirates Securities and Commodities Authority

Abu Dhabi, United Arab Emirates

**Admin Assist. /Office Clerk** (Dec. 21, 2006 – May.18, 2008)

DUTIES AND RESPONSIBILITIES:

* Receives, record, file, encode documents and other reports directly related to the management team or company operations.
* Assists the Management team in the day-to-day activities of the company.
* Assists in Administrative works and other related tasks.
* Receives incoming and outgoing call.
* Receives incoming and outgoing letters, quotations and faxes.
* Submit monthly inventory for site materials.

**SYSTEM EXPERIENCE:**

* Microsoft Office
* Word, Outlook, Excel & PowerPoint
* Oracle 11 I (ERP)
* Oracle 8 I
* GMS / IFS System

**INDUSTRY EXPERIENCE:**

* Construction
* Oil & Gas
* Logistics & Warehousing
* Law Firm
* Engineering

**ACADEMIC QUALIFICATION:**

**Central Luzon College of Science and Technology**

San Fernando, Pampanga, Philippines

Marine Electronics Technician **(**October 31, 2002)