

**ROMEO.**

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**Profile**

Skillful and dedicated Warehouse In charge with extensive experience in the coordination and support of daily operational and administrative functions in a highly confidential environment.

**Skills Highlights**

Microsoft Office proficiency Meticulous attention to details

With Mycom and Quickbooks background Time Management

Flexible and Multi-tasker Basic food hygiene Certificate

Highly trainable, fast learner and adapt well to changes and pressures in the workplace

**Core Accomplishments**

Managing the operation of warehouse and stores and reporting to management. Monitoring of stocks and inventory of the products.

**Professional Experience**

**Store Keeper/Inventory Controller**

Janfen Restaurant DWC LLC

Amenity Bldg. D-1 Dubai Aviation City-Logistics City, Dubai World Central Dubai

U.A.E. (Freezone)

May 1, 2015 to January 2017

* Responsible in handling the assets of the company
* Store and release supplies or equipments
* Compile the records of the supplies
* Checking the supplies from time to time
* Record the number and the varieties of supplies
* Disseminate the supply in its designated areas
* Securing the status of each supply
* Making limited purchase order LPO weekly of critical stocks
* Responsible of checking the goods delivered by the supplier
* Strictly monitor and observes FIFO First In and First Out of goods
* Checking possible damages or scratches
* Monitors cost and quality of food and beverage deliveries.
* Communicates with chefs and managers who oversee food service processes
* Regularly check orders to ensure that orders are fulfilling company needs
* Make sure that food is not wasted and have enough products to meet needs of menus.
* Meet chefs to discuss portion control
* Overseeing deliveries of items by suppliers
* Periodically meet with management to present analyses and report regarding inventory
* Ensure that employees are adhering to internal and external policies and regulations regarding food handling

**Warehouse/Logistic In-Charge**

Unisons Trading & Distribution LLC

Al Ras, Deira, Dubai, U.A.E.

February 17, 2013 to February 28, 2015

* Dealing in Department of Customs once goods don’t pass the inspection
* Responsible n receiving incoming and outgoing of goods
* Receiving and checking of documents
* Preparing loading list of delivery for export
* Preparing token for inbound and outbound of containers for export and import
* Preparing all documents required for local deliveries, export and imports
* Taking photos all goods loaded in the container for exports
* Responsible in preparing delivery receipts, orders and sales invoices
* Strictly monitors and observes of first in first out “FIFO” of goods
* Daily updating of stock registers
* Weekly and monthly inventory of the goods
* Dealing with the suppliers and clients
* Preparing weekly payrolls of laborers
* Liquidation of petty cash for daily expenses of drivers, laborers and office expenses
* Daily checking of E-mails of Microsoft Outlook
* Maintaining the proper storage and labeling of the goods
* Submitting invoices, delivery orders and payroll to the accounts department
* Reporting directly to the Owner/General Manager

**Sales Coordinator**

Yakult (Biotech Marketing Corp.)

Philippines

May 25, 2007 to December 12, 2012

* Recruiting Sales representative in any assign areas
* Promoting, propagating and selling the products in designated areas
* Delivery accompaniment of Sales Representatives
* Daily collecting accounts
* Updating and monitoring of daily sales
* Education and motivation of sales representative
* Making reports of daily activities and other administrative functions
* Reconcile daily sales report
* Maintain Accurate records for sales which help in deriving the right figures
* Create sales of the product
* Sells the product quickly and efficiently
* Meet the Target Sales given by the company
* Monitor all items in the stock room
* Strictly Monitors and observes FIFO System

**Logistic Incharge**

MAGNOLIA (Chicken products)

Philippines

May 25, 2005 to April 11, 2007

* Monthly inventory physical count in the cold storage
* Daily inventory of materials and supplies
* Strictly monitors and observes FIFO System
* Preparing reports of all weighed dressed chicken
* Receiving of delivered materials and supplies of supplier
* Issuance of materials and supplies use by the production
* Preparing requisition slip if the materials and supplies are already in critical condition

**Warehouse Checker**

KENWOOD

Philippines

October 29, 2003 to May 5, 2005

* Checking of all in and out of the delivery truck
* Responsible of all delivery receipt
* Receiving items came from the supplier
* Checking and Monitoring of all goods
* Updating and Monitoring of the product

**PERSONAL INFORMATION**

Birthdate/Birth place : 21 February 1981/ Manaoag Pangasinan Philippines

Gender : Male

Nationality : Filipino

Civil Status : Married

Height/Weight : 5’9’’/170 lbs

Religion : Christian

Language : English/ Tagalog

**EDUCATIONAL QUALIFICATION**

**COLLEGE GRADUATE**

**Bachelor of Science in Electronics and Communications Engineering (BS ECE)**

Lyceum Northwestern University

Tapuac District, Dagupan City Philippines

(1998-2003)

I Hereby Certify to the truth and correctness of information stated in this CV.

 **ROMEO**

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**Applicant**