**Jerrand**

[**Jerrand.357153@2freemail.com**](mailto:Jerrand.357153@2freemail.com)

****

**OBJECTIVE:**

* To obtain a responsible and challenging position that will utilize my work experience and educate further expand my knowledge and abilities and offer greater opportunity for my professional growth.

**STRENGTH:**

* Have a good problem solving skills, persistent, honest, hardworking, patient and God fearing. Responsibility is my principle. I am highly organize, dependable, analytical and dynamic. I am very eager to learn more things to increase my efficiency. I can easily adapt to any work environment and with that I can build a harmonious relationship with my colleagues as a part of my work ethics.

**WORK EXPERIENCE:**

**WAREHOUSE COORDINATOR -** From May 16, 2015 Up to Present

**The Urban Yogi Antique Furniture LLC DUBAI U.A.E**

**DUTIES AND RESPONSIBILITIES:**

* Assist for Unloading Shipment and Loading item for the warehouse.
* Updated the Stock Remaining in the Warehouse.
* Sending Email to the Manager if how many % of Stock we have in the Warehouse.
* Properly arrangement and Organize of the item in the Warehouse by SKU #.
* Maintaining Cleanliness the Warehouse.
* Preparing and Checking the Delivery items before Delivering it to the Customer.
* Receiving Emails from the Shop if what is needed item to be brought to the Store.
* Making Excel Sheet of the Stock. By Name, Pictures, Quantity, Description, and Note.
* Preparing items for the Events and Loading it to the Truck.
* Repairing the Item if there is Minor Damage.
* Fixing the item in the Wall as per the costumer Requested.
* Sending the SKU #, Dimension, by Length, Width and Height. If it is Needed.

**WAREHOUSE ASSISTANT** - From December 26, 2012 to May 15, 2015

**NESPRESSO PERFETTO TRADING COMPANY LLC. DUBAI U.A.E.**

**DUTIES AND RESPONSIBILITIES:**

* In code the invoice in the system
* Preparing the invoices delivery if what item has been ordered
* Loading and unloading the shipment in the container
* Assist the Driver to Dispatch the invoices Delivery
* Arranging the Shipment in the warehouse and put the expiry date to know what is first to be dispatch.
* Informing the Manager about the Remaining Stock in the warehouse.
* Have an inventory every end of the month to be sure that the remaining stock was complete.
* Record the remaining stock and put level on it, if that item is Reserve by the costumer.
* Preparing the hotel demo item, accessories, coffee, machines and etc.
* Deliver and Pickup the Coffee, Machine and accessories to the Boutiques and Hotels.
* Maintain the Cleanliness in the whole Warehouse.

**Q.C. /Q.A. INSPECTOR -** FromAugust 6, 2007 up to September 14, 2012

**KJ SPRING & PLASTIC TECHNOLOGY INC. PHILIPPINES**

**DUTIES AND RESPONSIBILITIES:**

* Inspect 100% the good appearance of the product, Visual inspection and Dimensional inspection. Using caliper, Projector, micrometer and spring tester.
* Responsible to check and to maintain the good quality of machine production.
* We inspect the exact quantity of products before the delivery.
* To satisfied the customer to have a zero defect in every delivery.
* Record test data aspect, applying quality control procedures.
* We inspect and testing of Mass production after the Technician set up the Machine.
* We inspect the Production Form of the Operators every 2-hours.
* Records and documentation of inspection acceptance, rejection and/or re-work requirements.  
  Set up or adjust and operate inspection equipment to ensure its accuracy.
* We in-code Our Actual Dimensional in the Computer every day.
* We Log in the Q.C. logbook if there is Something Problem about the Production on my Duty.
* Inspect and measuring parts in-process, finished products and purchased materials for conformance to specifications.
* Observes production operations for conformance to specification, Log the machine # which is not normal Production.

**EDUCATIONAL ATTAINMENT:**

**Tertiary** Bachelor of Science in Business Administration April 08, 2007 **Far Eastern University Manila Philippines**

**Secondary** General Mariano Alvarez Technical High School G. M. A. Cavite April 10, 2003

**Elementary** Buenavista Manicani Guiuan Eastern Samar Elementary School April 06, 1997

**PERSONAL INFORMATION:**

Birthday : July 1, 1982,

Place : Eastern Samar Philippines

Citizenship : Filipino

Religion : Christian

Height : 5’6”

Weight : 71 Kgs.

Civil Status : Married

Visa Status : 1-Month Notice

**CERTIFICATES AND TRAININGS:**

**5S Training and ISO Awareness** (**ISO 9001 and ISO 14001**)

**on September 29, 2012 Held at** **KJ Spring and Plastic Technology Inc.**

(**OUT GOING QC/QA INSPECTOR**)

**THEORETICAL AND PRACTICAL EXAMINATION**)

**on** **January 10, 2012 Held at** **KJ Spring and Plastic Technology Inc.**

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