** OLIVARES**

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**TOP SKILLS:**

* Inventory Management
* Warehouse Management
* Distribution Management
* Undergone Six Sigma – Brainstorming / Application
* Using SAP R/3 – Function
* Using SAP Business One
* Microsoft Excel – Advance
* Undergone IMS Training/Working Team (QEHS)
* Knowledgeable/Do Warehouse Procedures

**OBJECTIVE:**

* To take any or new challenges where my skills are valued and can benefit the organization. And also, to give a quality service to both internal and external customer.

**EMPLOYMENT HISTORY:**

1. **Cyrus Logistics, Inc.**

**Client :** Planet Sports, Inc.- Fashion Lifestyle

BASF Philippines (Baden Aniline Soda and Factory)- Chemical

Worldwide Market Genius, Inc.- Chemical

Position Title *:* ***'SAP Officer’***

Position Level : 10 Yrs Experience Employee

Specialization : Warehousing/Logistics

Duration : May 27, 2007 – Present

**Duties and Responsibilities:**

1. Accesses entire SAP Business One system
2. Processes Receiving Fresh Shipment
3. Processes Return stocks
4. Inventory Controller:
   * Monitoring stocks movement from Inbound to Outbound transactions
   * Cycle counts, consolidate and reconcile variance
   * Processes stock transfer or bin-to-bin movement
   * Processes Adjustment In/Out
   * Ensures 100% IRA through cycle count, regular count etc
   * Inventory Reports – ex. IRA, KPI, Item Discrepancy etc.
5. Generates Monthly Sales Report/Storage Inventory as basis for Warehouse Billing
6. Supervises warehouse personnel and Acting Officer-In-Charge (OIC) when the Warehouse is out of the office due to meetings, leave etc.
7. Performs other tasks that may be assigned from time to time (by Client and Warehouse Manager)

**Contribution:**

**Planet Sports, Inc./ BASF Philippines**

* With major role in setting up on data base system and middle program (data interface between SAPB1 and SAPR/3). .
* Do warehouse procedures for ISO accreditation.

**Certification:**

* + Seminar on Basic And Safety on Chemicals
  + Stewardship Program-BASF
  + First Aid Training-Red Cross – Member
  + SAP Business One Training - May 2007
  + Seminar on Good Warehousing And Storage Practices – July 25, 2015
  + Environmental Health and Safety (EHS) Orientation – February 20, 2016
  + IMS Training (Integration Of QMS, EMS and HS ) – March 12, April 02 and April 16, 2016

1. **GAC Logistics, Inc.**

Client : Johnson and Johnson Philippines, Inc.

Position Title : **‘*Inventory Analyst’***

Position Level : 1 Yr and 10 Months Experienced Employee

Specialization : Warehousing/Logistics

Duration : July 23, 2005 - May 26, 2007

**Duties and Responsibilities:**

1. Function SAP/R3
2. Ensured 100% Inventory Record Accuracy
   * Monitoring stock movement from Inbound to Outbound transactions

* Cycle count, consolidate and reconcile variance
* Processed stock transfer or bin-to-bin movement
* Processed Adjustment In/Out

1. Project Green-Belt – Special project for Inventory Record Accuracy (IRA)

* Undergone six sigma – brainstorming and application
* Helped to improve Warehouse/Inventory Procedures

1. Other Tasks

* Helped to process Returns/Disposal Items
* Processed Product Complaints from Suppliers

**Certification:**

* GAC Team Building - February 2007

**Contribution:**

* Highest IRA ratings on Physical Count

**Personal Particulars:**

Age : 37 yrs. old

Date of Birth : 12 Mar 1980

Nationality : Philippines

Gender : Male

**Educational Backgrounds:**

**Bachelor/College Degree**

Field of Study : BS Computer Engineering

Major : Computer

Institute/University : Aquinas University - Legazpi City, Philippines

Graduation Date : Mar 2003

**Vocational Diploma**

Field of Study : 2 yrs. Electrical Technology

Major : Technician

Institute/University : Bicol University College of Industrial Technology, Philippines

Graduation Date : Mar 1999

**Availability**  : Immediately after notice period of 3 months