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| **RENATO**  [**RENATO.362313@2freemail.com**](mailto:RENATO.362313@2freemail.com) |

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| Y:\jojo.jpeg  **ADDRESS**  Abu Dhabi  United Arab Emirates **COMPETENCIES**  * Highly efficient, dedicated and industrious professional with strong interpersonal, training and communication skill. * Excellent customer service skills * Good in multi task and work under pressure * Management, training and motivational skills * Fast learner and can work with minimal supervision * Excellent in Microsoft office application   **LANGUAGES KNOWN**  English , Arabic & Tagalog  **PERSONAL DATA**    Age : 42  Gender : Male  Nationality : Filipino Civil Status : Married Visa status : Employment | CAREER OBJECTIVE   To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my knowledge, skills and experience to the fullest and contribute to the overall wellness of the company.  WORK EXPERIENCE  **SENIOR STOREKEEPER / TECHINICAL ASSISTANT**  **GULF MARINE SERVICES Offshore Contractor**  **Mussafah, Abu Dhabi, UAE**  July 2014 – Present  **STORE KEEPER**   * Supervises the maintenance and general housekeeping of the store. * Organizes and oversees the movement of company purchased materials and equipment’s within the yard/stores. * Monitors and verifies goods received against company purchase and work orders. * Oversees all material holding and storage arrangement ensuring where appropriate shelf life’s etc. are maintained within the guidelines and standards set by the company or by the supplier/vendor. * Supervises and checks delivery notes when sending materials / supplies / equipment’s to the vessels, ensuring that all required paperwork, i.e gate passes are issued. * Handles a proper record / inventory of items available in the main store and in outside storage areas. * Maintains minimum stock levels of consumables. * Ensures timely delivery of materials to vessels and site. * Receives materials from suppliers * Checks and verifies goods received against company purchase orders. * Prepares delivery notes when sending the supplies to the vessels. * Arranges transport to deliver the materials on various locations * Maintains a proper record and inventory of items available in the store * Keep precise track of all materials orders/delivery items.   **TECHNICAL ASSISTANT**   * Providing general administrative support to the Project Team. * Administrate and control the electronic documentation (drawings, certificates, reports, manuals etc.) of all GMS vessels. * Transmittal of documents required by other departments/Vendor/Clients on a day to day basis. * Receive and store the incoming documents in the system. * Printing/maintaining a hard copy of all the documents for E-Class and K-Class Barges and store file in the Technical / Project Library. * Abide with the international and company’s HSE standards. * Observe teamwork. * Work in professional manner and show respect to company stakeholders at all times. * Support the achievement of quality and delivery of excellent performance in the company. * Be creative in continuous improvement and fast resolutions of challenges. * Must be available for support on weekends/holidays as the need arises. * Working longer than regular office hours in providing urgent support.   **PROPERTY MANAGER**  **ENCLAVESMARTS COMMUNITY SOLUTIONS MANAGEMENT**  October 2006 – May 2013  Area: Pharmacy and Supplies  *Job Descriptions:*   * Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals. * Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units. * Contracts with tenants by negotiating leases; collecting security deposit. * Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action. * Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; * Enforces occupancy policies and procedures by confronting violators. * Prepares reports by collecting, analyzing, and summarizing data and trends. * Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.   **PHILIPPINE PIZZA INC. (PIZZA HUT)**  **Araneta Avenue. Philippines**  *October 2001 – October 2005*  **Management Trainee**   * Provide customers with high quality products, excellent service, and with a clean and pleasing atmosphere. * Plans, organizes and controls the restaurant resources * Analyzes reports as to the causes of variances and the possible effects that these variances would bring to the restaurant’s performance. * Supervise that restaurant’s controllable are met. * Handles and controls labor management system. * Assist and supervise in local store marketing and other marketing services, such as leaf-letting, blitzing, and doing marketing tie-ups with other establishments. * Supervise and assist in providing customer excellence and serving the highest quality products * Ensure accurate inventory of all perishable and non-perishable items. * Supervise in floor management for both service area and production area   **STOREKEEPER**  **ARIBAIN OIL CO., HOSPITAL**  **Al Khafji, Saudi Arabia**  February 2000– August 2002   * Processing General Purchase requests based on requirements of the hospital. * Coordination with Hospital Management, Director of Nursing, and all other Department Heads to update stocks and other regulatory systems. * Preparing all necessary documentation in Bulk Store/Warehouse and issuing all the materials assigned under his responsibilities on proper authorization of supply requisition. * Safekeeping and monitoring the stock and giving proper information at least two months prior to Procurement Supervisor/Department Head for purchasing. * Preparing inventory (physical count) list of the materials assigned under his responsibilities quarterly and submitting the report to Department Head and filing same copy of inventory list at Bulk Store/Warehouse. * Inventory Controls existing stocks and materials management * Receive and check the materials from suppliers. Keeps record of received, issued and expired/damaged materials. * Maintains general supervision over the wards/department and ensures to department head that all materials are properly stocked for 10 days at wards /department as mentioned in their requisitions. * Updates the stocks and submits the report to the Audit Office at the end of the year. * Inspect Store Materials according to the Stock Number and Location.   EDUCATIONAL BACKGROUND  ***Associate in Marine Transportation***  **Philippine Maritime Institute**  Year: 1990 - 1993 |