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| **RENATO** **RENATO.362313@2freemail.com** |

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| Y:\jojo.jpeg**ADDRESS**Abu DhabiUnited 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 |