**ERNAN**

**Dubai, UAE**

**Email Address:** **ernan.363227@2freemail.com**

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***With valid UAE driving License*** (***manual***)

**OBJECTIVE:**

**To be able to work in a company, where I can utilize all my skills, abilities and experiences and allow myself to excel, by accomplishing the given tasks effectively, that will develop both my personal and professional aspect of my career.**

**WORK EXPERIENCE:**

**August 2014-April 2016 LOGISTIC EXECUTIVE**

 **Worood Intraflora LLC**

 **Rashidiya, Dubai, UAE**

Job Description:

* Handles the company's logistic department, supervised 4 drivers and do the delivery of items from time to time
* Responsible in clearing the shipment in the Dubai Flower Center, Jebel Ali and Maktoum Airport customs including the arrangement and submission of all the legal documents in the Dubai customs
* Responsible in checking the ERP system, to know the delivery schedule of the 5 branches
* Managed the daily tasks and duties of each logistic personnel (driver); such as flower items and other product delivery including pick-up of the staff
* Assigned duties to the in-charge personnel as per the designated location
* Closely monitor each driver to make sure that the items will be delivered to the customer as per the agreed time and schedule
* Ensures customer satisfaction and maintains accurate logs of all transportation and goods
* Assures that all the company's vehicles are well- maintained and in good condition
* If necessary, present in the execution of any event and other operational activities
* Do the weekly and monthly logistics report
* Evaluates and recommends suggestion, for the improvement of the logistic department

**April 2012 – May 2014 : LOGISTIC EXECUTIVE**

 **BThirteen Advertising**

 **Karama, Dubai, UAE**

Job Description:

* Collects sample items from the supplier and obtains customer’s approval
* Do the necessary negotiation with the customer if necessary
* Arrange and delivers the products & items to the customer as per the schedule
* Expedite critical orders with the local supplier
* Clears products and items from the customs
* Collects customer’s payment and deposits to the bank
* Process legal documents such as trade license renewal, visa typing and other compliance with governmental agencies
* Arrange invoices and maintains records of purchase orders (PO)
* Accountable in reviewing and evaluating the supplier’s performance
* Supports the chief designer in editing the flyers, brochures and other marketing materials
* Knows how to read drawings and measurements

**January 2009- March 2012: PRODUCTION SUPERVISOR**

 **Skylight Advertising**

 **DIP, Dubai, UAE**

Job Description:

* Assembles and administer the overall installation and fabrication of exhibition stands, including the execution of interior fittings and ensures that it will be delivered as per the given schedule
* Read blue print plans, drawings and measurements
* Canvass, budget and purchase materials needed
* Responsible in managing the production staff
* Assigned the over-all activities of the production staff
* Meet the clients together with the account executive to make sure that the stand as per the agreed design will be properly executed
* Maintained a good contact with the suppliers and customers
* Managed adequate inventory of materials and manpower
* Report work progress on a timely basis

**July 2006 – October 2009 : PRODUCTION ASSISTANT**

**Skills Advertising (SKAD)**

 **Al Qusais Area, Dubai, UAE**

Job Description:

* Assembles and supervise the installation of stands and interior fittings
* Responsible in canvassing and purchasing of materials to be used in exhibition stands
* Contact suppliers, checks the in and out of materials
* Make reports, inventory of materials
* Responsible in maintaining the quality of finished work thru checking and reporting the non-quality works
* Performs additional tasks assigned from time to time such as carpentry, paints, stickers and other works related to the exhibition stands and interior fittings

***OTHER SKILLS:***

*Knowledgeable in the ERP system*

*Knowledgeable in the Autocad, Photoshop and Revit program*

**EDUCATIONAL BACKGROUND**

Tertiary Level : AMA Computer College

 Guagua, Pampanga

 Computer Technician (undergraduate) 1999

Secondary Level : San Vicente Pilot School for Philippine Craftsman

 Bacolor, Pampanga

 1994-1998

Elementary Level : Cabetican Elementary School

 Bacolor, Pampanga

 1988-1994

**PERSONAL BACKGROUND**

Age : 35 years old

Height : 5’7”

Nationality : Filipino

Civil Status : Married

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

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Ernan