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**JOENEL**

**JOENEL.363554@2freemail.com**

**STOREKEEPER / INVENTORY CONTROLLER**

* Coordinate all phases of shipping/receiving, purchasing, storage, maintenance, inventory

control and tradeshow management.

* Proficiently utilize UPS, Fed-X, RPS, and Airborne computerized tracking systems.
* Develop strategic approaches and creative solutions to cost effectively ship product.
* Proven track record for strong leadership qualities over a 13-year period.
* Interact well with staff members; resolve problematic situations in a diplomatic manner.
* Languages: Fluently speak, read and write English.

**PROFESSIONAL BACKGROUND & ACCOMPLISHMENTS**

**Barclay Mowlem PTY LTD 2011 ~ 2014**

**Dawmat Al Jandal, Al Jouf, Saudi Arabia**

Inventory Controller:

* Responsible in Spares Purchasing, Storage and Inventory Control.
* Generating monthly reports in Inventory of Spares.
* Monitoring Plant Production Operations and Reports.

**Bin Harkil Company Limited 2008 ~ 2010**

**Jeddah, Saudi Arabia**

Inventory Controller and Logistics

* Responsible for receiving and issuance of Spare Parts.
* Monitor and updating data entry transactions in Quick books System..
* Inventory count on a monthly basis.
* Responsible in Quick Books counter measure discrepancy traceability, solving and

recommendation.

* Generating inventory reports on a monthly basis.
* Assist in Material Review and recommendation.

**Iomni Precision Inc. 2005 ~ 2007**

Calamba City, Laguna, Philippines

PPIC Staff / Storekeeper

* Responsible for receiving and issuance of Spare Parts.
* Monitor and updating data entry transactions in Quickbooks System.
* Inventory count on a monthly basis.
* Responsible in Quick Books counter measure discrepancy traceability, solving and

 recommendation.

* Generating inventory reports on a monthly basis.
* Assist in Material Review and recommendation.

**Gemphil Technologies Philippines Aug 2004 ~ January 2005**

Material Planning and Control Asst. Supervisor

* Responsible for all Incoming and Outgoing Shipments.
* Generating material review flow and statistical analysis reports submitted to

Customer via e-mail.

* Inventory count on a monthly basis.
* Monitor and daily updating Delivery Performance submitted to customer via e-mail.
* Inventory reports and discrepancy analysis monthly basis submitted to Accounting

department and Customer.

**Takata Philippines Inc. April 2004~July 2004**

Import/Export Representative

* Received daily shipment schedule from Material Planner.
* Accomplished Processing shipments documents at PEZA and Customs.
* Interfaced with Broker for proper support and coordination regarding shipments arrival

 and departure.

* Coordinate with the Production Supervisor regarding shipments for proper allocation and

FIFO of raw materials.

* Represents in behalf of the Company for Locators Meeting at PEZA.
* Generating reports monthly basis systematic filing of all processed documents such as

Import Permit, Boat Note, CEWE, DR, Sales Invoice, Export Declaration etc.

* Interfaced with Insurance agencies Representative regarding shipments discrepancies and

damages if any.

**Miyoshi Technologies Phils., Inc. 2000~ 2003**

Warehouse Supervisor

Basic Function

Responsible of all Incoming and Outgoing Deliveries/Shipments via sea or air. Supervision and

monitoring of all processing documents to PEZA, Customs, Sales Invoice and Delivery Receipt

 prior to Incoming/Outgoing Delivery/Shipment via sea/air. Generating reports monthly and

weekly basis for all Incoming/Outgoing Materials via sea/air and for internal or PEZA purposes,

 inventory count and material review of raw materials and finished good stock. Monitoring data

entry and daily transactions on MRP System. Assist in ISO Documentation and Audit.

* Monitoring of all Incoming/Outgoing delivery/shipment via sea/air based on delivery schedule.
* Monitoring and checking of daily transactions data entry on MRP System.
* Monitor and Checking of all Processing Documents at PEZA, Customs prior to Local and
Foreign delivery or Shipments via sea or air.
* Interfaced with Broker, Supplier and Customer regarding status of delivery and shipments.
* Generating Reports and analysis of all warehouse transactions weekly and monthly basis for raw
* materials, finished goods stocked, incoming/outgoing delivery/shipment local or foreign and

PEZA/Customs transactions submitted to Accounts department and soft copies to PEZA.

* Assist to Planning Department in counter measure for any discrepancy occur during inventory,

receiving, issuance, deliveries and shipments.

* Direct reporting to General Manager.

**Hitachi Computer Products (Asia) Corporation 1998~2000**

Warehouse Incoming Quality Assurance Group Leader

* Know all incoming Local and Foreign shipments via Sea or Air daily schedule to have proper

coordination with Procurement department.

* Batching if delivered items on a per document basis and for Government Inspection as

perform by PEZA and Custom and or its representative.

* Checking delivery documents and conduct actual inspection and to validate quality and

physical condition and other specification against delivery documents declaration. Reporting

 of discrepancies uncovered during initial inspection and submits to Immediate Supervisor

for action.

* Preparation and submission with attachment of Inspection and Receiving Report (IRR) to

immediate superior for acknowledgment. Turn over of this accomplished IRR to interface

Procurement department and to Shipping section 24 hrs. after acknowledge by Warehouse

Supervisor.

* Update status of delivery on the Delivery Spare Parts Board. Tag ‘s fraction qty. sheet for

non-standard packaging item. Stamps actual date for every items received. Immediate and

accurate data entry on Triton System. Manual records in Bin Cards for all items accepted and

inbound to its respective rack location.

* Review and release Non-Moving production parts HOLD Rejected parts and for Disposition

 items on a Monthly basis. Submits to Accounting, Procurement and HTS Manager.

* Periodic data gathering preparation and analysis of chart indicators on Key Result Areas

(KRA). Systematic filing of internal documents necessary for cross-reference and records of all

material Movement.

* Assist in the fiscal year-end inventory count and Month-end Physical count. ( Maintain 5’S is

a good housekeeping ).

**TRAININGS AND SEMINARS ATTENDED**

**Date Topic/Course Title**

July 2002 FUJITSU TEN PRODUCTION SYSTEMSEMINAR

 Mr. Hiroyuki Mikam

 MIYOSHI, CIP II Calamba Laguna, Phils.

July 2001 Statistical Process Control (SPC)

 Mr. Gary Alcasid

 MTP Conference, CIP II Calamba Laguna, Phils.

July 2001 ISO Documentation Seminar

 Mr. Gary Alcasid

 MTP Conference, CIP II Calamba Laguna, Phils.

September 2000 Forklift Driving Training and Seminar

 Mr. Wee Soon Gee

 MTP Conference, CIP II Calamba Laguna, Phils.

March 2000 5S Training

 Ms. Dee Jay Ramos

 MTP Conference, CIP II Calamba Laguna, Phils.

July 1999 Statistical Process Control Seminar

 HICAP SPC Project Team

 HICAP Training Room

September 1999 Team Building Seminar

 Ms. Jops Sanosa (Admin Trainor)

 Caylabne Resort, Puerto Azul, Phils.

December 1999 Team Problem Solving Course

 ( Small Group Activity Training for Qualit0y Circles )

 HICAP Total Quality Management

 HICAP Training Room

**COMPUTER SKILLS**

Set up, Installation and trouble shoots :

1. Windows 7
2. MS Office XP~2007 enterprise
3. MS Office Word 2007
4. Printing Devices
5. LAN/WAN

**HIGHEST EDUCATIONAL ATTAINMENT**

High School Graduate Valladolid, Negros Occidental Graduated March 93~94