ARSENIO

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OBJECTIVES : Working for a dynamic and progressive organization in a challenging position which demands high skills and provides opportunities for career advancement and development.

EDUCATION :

March 1996, Bachelor of Science in Commerce ( Major in Management ), Adamson University

Position Held

Dec. 14, 2015 – Present Material Control Supervisor

SK Engineering & Construction Co. LTD.

Mina Abdullah, Kuwait

* Supervise, schedule, and instruct warehouse personnel to perform proper work techniques and procedures to support Statement o work requirements
* Coordinate with Warehouse Manager and ensure compliance with policies, procedures, and regulations
* Supervise preparation of material control and accounting input for data processing and review output documents
* Inspect and evaluate inventory management activities
* Implement and manage effective customer service program
* Prepare reports on materials, supplies, equipment availability, storage space, and relocation of materials
* Supervise, and then prepare documentation to support inventory management report and proper classification of materials
* Check specification of materials loaded and unloaded against information contained in work orders
* Collaborate with workers and managers to solve-related problems
* Perform other qualified duties as assigned
* Ability to provide an update warehouse inquiry on all materials issued to all sub-contractors
* Obtain Material Safety Data Sheets for all applicable hazardous materials and chemicals purchased as warehouse stocks
* Responsible for material flow and inventory control
* Promote team oriented problem-solving activities
* Ensure that all accident reporting procedures are followed and Health and Safety contacts are notified
* Encourage and actively support employee involvement in the health and safety program

March 06, 2013 – Oct. 28, 2015 Material Control Supervisor

SK Engineering & Construction Co. LTD.

Jubail, Kingdom of Saudi Arabia

* Manages and supervise the inventory transaction processes to ensure inventory accuracy and timeless
* Confers and advises departments and project personnel on inventory or inventory management related issues
* Prepares statistical and information reports on material coordination and warehouse activities
* Support administration and data entry of physical inventories
* Manages daily cycle count activities including investigating and resolving variances
* Manages consumables, dangerous goods / chemicals or similar items
* Basic safety and risk awareness, and taking action to reduce or eliminate any such risk or hazard
* Demonstrates flexibility in developing system that can be “Tailored” to suit individual projects due to the nature and work scope of SK Engineering projects with different Quality Assurance and documentation requirements
* Responsible for reviewing, updating and proposing warehouse upgrades and modification
* Perform other duties as required
* Ensure the materials are properly protected and preserve
* Develop a plan for Labors, construction equipment, tools, consumables, etc. for warehouse operation and report to warehouse manager
* Responsible for all physical activities of field material control, including the control of manpower as well as training
* Responsible for updating the storage location plan for each item of materials including feedback to the IMMS operator

March 20, 2010 – December 12, 2012 Logistics and Customs Supervisor

Daewoo Engineering & construction Co. Ltd

Papua New Guinea

* Ensure proper documentation, including transit documents and customs clearance, exist for shipment. Documentation is accurately processed, distributed and released to carrier, Forwarders, customers and agent in timely manners
* Prepare all necessary data entry and confirmation of key milestone (Departure, Arrival, Customs Clearance, POD’s, etc.)
* Maintain courteous prompt and efficient relation with the agent.
* Oversee the billing statement submitted by the agent while ensuring accurate cost and profit are maintained.
* Plans and schedule appropriate modes of transportation base on daily needs .schedule the appropriate service line for the situation (across all modes and all trade lanes) and maintain a cost of effective balance between and cost of shipment.
* Works closely with the agent’s representative to ensure service satisfaction. Analyzes service failures/issue and implements performance processes to enhance future service delivery.
* Responsible for resolving all internal and external issues in a cost effective and expeditious manner.
* Responsible for custom clearance processing and coordination with the local custom forwarder and the trucking subcontractor as well as the discharging of cargoes from carrier and inland transportation to the site.
* Responsible for the monitoring for the shipping status and schedule of the materials purchased by the subcontractor ‘s head office, including expedition them.
* Responsible to assist in the preparation of the special handling, storage and preservation procedures for equipment and other specialties when required.
* Responsible for preparing request for inspection (FRI) for all the materials received for site consumption.
* Responsible in preservation maintenance and keep all required log sheets for all equipment including auxiliaries before hand over to construction team and accordance with vendor requirements and approved procedures.

September 04, 2008 - February 22, 2010 Logistic Supervisor

Emirates Falcon Electromechanical Co. L .L .C

Dubai United Arab Emirates (Member of Arabtec Holding)

* Ensure optimum delivery performance through effective management of delivery time.
* Demonstrate leadership through efficient implementation of logistic department policy and procedures.
* Accountable for leading the delivery initiative towards operational excellence in safety, productivity and operating cost.
* Contracting and management of 3rd party service provider and personnel.
* Formulates standards and procedure for warehouse section.
* Correspond with suppliers to update the tracking sheets and report to purchasing manager
* If any supplier fail in any way.
* Coordinate to purchasing department on matters related to deliveries, payments, amendments of LPO‘s and other relevant issues.
* Monitoring off-loading of materials at site by coordinating with site personnel.
* Arrange space for any materials that are to be received at site and also ensure protection of materials.
* Ensure that materials are well stocked and stores are well arranged.
* Make sure that storekeeper is following the ISO procedures correctly relating to all documents and fields of work.
* Ensure the materials are received according to approved samples submitted to consultant and as per LPO item description concerning quality, measurement, weight, specification and test certificate etc.
* Ensure that store received vouchers (SRV’s) is being processed on a daily basis and if any delivery note cannot be processed due to error or any other reason than delivery note must be cleared at the same time with suppliers.
* Report to project manager on all above matters.

April 20, 2006 – May 06, 2008 Warehouse Supervisor

Saco Company For hardware

Riyadh, Kingdom of Saudi Arabia

* Responsible for all procurement and administration of the organization.
* Work closely with relevant governmental authorities, including but not limited the Bureau of Customs, to ensure efficient and compliance with local regulation
* Responsible for the purchasing and management of company assets and supplies
* Responsible for the proper administration of office premises, dealing with building maintenance and administration department, ensuring sanitary and fire safety requirements are met and are in compliance with local government laws
* Work closely with international counterpart in responding to queries and clarifying issues where needed
* Responsible to queries and request for information and assistance from the operation manger in prompt and professional manner

January 15, 2000 – March 15, 2005 Logistics / Warehouse Supervisor

Adsia Logistics Inc. (Del Monte Philippines, Inc.)

* Oversee and manages over-all operation of warehouse and distribution to ensure the efficient and accurate receiving of goods/units based upon purchase order generate by Logistics/purchasing department
* Ensure efficient and proper stocking of goods/units into their designated location, regular reviewing use of space all throughout the warehouse
* In budget and planning, develop annual operating budget with proper control system to ensure goals are met within cost, over-all manpower planning to ensure efficient of operation within the same cost, revenue and profit parameters
* Attend weekly reports such as order booking, summary of undelivered orders, and on-time deliveries
* Conduct regular meeting with all Key personnel involving daily operation, and ensure the commitment to the quality policies of the company
* Ensure the proper and consistent implementation of all receiving, issuing policies and procedures
* Responsible for the stock control, warehouse administration, asset management and reportorial requirements
* The whole will entail overseeing, receiving, issuing, picking and dispatching to different operation and ensure timely completion of orders

June 1997 – January 1999 Marketing Assistant

East Food Corporation (Jollibee Philippines)

Cagayan De Oro City

* Develop and implementation business plan and strategies to expand the company market
* Oversee new secured project and monitor its set targets
* Assists the Marketing Manager in the conceptualization and implementation and marketing program
* Develop and initiates creative merchandising strategies that will improve branch profitability
* Assist the Marketing Manager in implementing customer service and merchandise display
* Responsible for the design/facilitation and evaluation of training and other employee development programs of the store
* Responsible in the absence of Marketing Manager
* Perform monthly inventory in all merchandising materials

April 1997 – June 1997 Service crew

East Food Corporation (Jollibee Philippines)

Cagayan De Oro City

* Assist in order taking and inform the customers of on-going promos
* Keen enough in attending needs of customers and updating orders without being told
* Ensure no mark of smudges on glass panel
* Check the store façade and monitor the dining area from required temperature
* Perform other duties that may assign by the immediate supervisor
* Maintain cleanliness and orderliness of the dining area

COMPUTER SKILLS

Office Application (Excel, Word, Power Point)

SAP Program

LICENSE AND CERTIFICATE

Porter and Miles (Supervisory Leadership Development)