***Venancio***

***Venancio.368814@2freemail.com***

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| ***EDUCATION*** |

City College of Urdaneta, Philippines **1998-2002**

**Bachelor of Science in Nursing**

College Degree

Lyceum Northern Luzon, Philippines **1997-1998**

**Bachelor of Science in Nursing**

AMA-CLC Baguio City, Philippines **1996-1997**

**Computer Based Bookkeeping**

Undergraduate

University of Baguio, Philippines **1993-1996**

**Bachelor of Science in Physical Therapy**

Undergraduate

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| ***SKILLS*** |

* Exceptional listener and communicator who effectively conveys information verbally and in writing
* Proven relationship-builder with unsurpassed interpersonal skills
* Computer literate performer with extensive software proficiency
* Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects
* Personal professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings
* Confident, hard-working employee who is committed to achieving excellence
* Highly motivated self-starter who takes initiative with minimal supervision
* Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.

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| ***SEMINARS and TRAININGS ATTENDED*** |

***Warehouse Operations and Management*  January 24-26, 2016**

MEIRC Training and Consulting

Qsar Al Sarab Hotel, Liwa

Abu Dhabi, UAE

***HAZMAT & HAZCOM*  Sept. 28 to Oct. 02, 2014**

PetroLab Engineering

Fujairah Meeting Room Grand Millenium Al Wahda Hotel

Abu Dhabi, UAE

***Advance Logistics Management* June 15 to 19, 2014**

Ecoman Consultancy, Solutions and Training

18th Floor Al Kirbash Tower, Shk. Zayed Road

Dubai, UAE

***Microsoft Excel 2007* December 22 to 26, 2013**

Al Ain Tower (Al Hosn Gas), Abu Dhabi City

UAE

***Introductory Awareness Course in* September 14, 2012**

***Integrated Management System***

Al Jazira Royal Hotel, Abu Dhabi City

UAE

***Oil and Gas Awareness Course*** **December 17, 2010**

Ramee Royal Hotel Bur Dubai

Dubai, UAE

***Introduction to Coiled Tubing* April 15, 2009**

UNI-ARAB Engineering & Oilfield Services

Mussafah, Abu Dhabi City

UAE

***Introduction to Safety (Industrial Safety Methods)* February 16, 2009**

UNI-ARAB Engineering & Oilfield Services

Mussafah, Abu Dhabi City

UAE

***Basic Life Support (Cardio Pulmonary Resuscitation)* September 14-16, 1999**

Philippine National Red Cross

Philippines

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| ***WORK EXPERIENCE*** |

***Store Keeper*  February 2013 – present**

**Abu Dhabi Gas Development Company Ltd. (Al Hosn Gas)**

**ADNOC Group of Companies**

P.O. Box 44115, Abu Dhabi City, UAE

**Basic Function and Scope:**

To assist the Store Supervisor in the process of material receipts, issue, return and update of all warehouse records and files. Work in accordance within the company HSE requirements.

**Task, Duties and Accountabilities:**

* Collaborating with managers in setting realistic and challenging warehouse & logistics operational goals such as leading, controlling, and monitoring handover of mandatory or guarantee operational spares from EPC contractors.
* Coordinating with all drilling/ plant section managers, team leaders, section heads concerning materials status, priorities, and delivery commitments.
* Effectively communicating to external sources, including EPC contractors or business partners
* Providing proposals and inputs to determine measurement systems to be used, inventory levels, schedules, and appropriate system changes
* Takes custody of all company purchased materials arriving in the reception unit for the stores stock items and direct material. This includes supervising unloading of materials safely and in the appropriate storage area.
* Physically check material received against deliver/cargo/tally notes, shipping documents, relevant purchase orders and invoices and prepares goods received notes for the items received. Arrange delivery for users.
* Inspects and investigates damages or loss of materials and raises necessary discrepancy reports to the Supervisor.
* Issues urgently required materials from the Stores Stock items still held in the Reception Unit. This requires supervisor’s authority and issues against authenticated Material Request.
* Handles and store the hazardous materials within the stipulated warehouse procedures, processes and HSE policies and guidelines.
* Physically carry out the receipts and inspection of various materials to ensure conformity with the respective documents/ certificates/ test reports/ purchase orders, and invoices and prepare GRN for items received.
* Receives and Issues Direct Materials against Material Request Vouchers, and raises the GRN. Passes the GRN & Requisition to Validity Control.
* Checks and processes the issues and returns materials to ensure that they in acceptance condition and to report and follow up on the frustrated demands.
* Ensures reservation of materials for shutdowns and all are identified/ labeled and kept safe.
* Generates reports for damaged, obsolete, surplus, and redundant materials and follow up on missing balance.
* Monitors and reports on materials with shelf life limits. To follow the first in and first out principles.
* Contributes to the team effort by accomplishing required tasks and duties.

***Milestones:***

1. Completion of 2 Year Operational Spares Handover to the Company (Al Hosn Gas) from the EPC contractors.
2. Succesfully established mandatory material invoice verification of contractor invoices to be submitted to Company finance Division for financial settlement with estimated amount of USD 110 million, excluding insurance, surplus and miscellaneous materials.
3. Currently handling ASRW materials (ADNOC Drilling Wells)

***Store Keeper/Purchaser* August 2008 – January 2013**

UNI-ARAB Engineering & Oilfield Services

P.O. Box 46112

Abu Dhabi City, UAE

**Duties & Responsibilities:**

* Receive and inspect materials, supplies, equipments services and complete related reports.
* Coordinate storage of materials, supplies and equipments.
* Coordinate and issue materials using *FactsIMS* store company system.
* Direct trucking and shipping operations relative to assembly and delivery of goods and equipments.
* Inventory materials as received and issued. Provide material usage reports. Develop and upgrade a computerized inventory. Generate critical materials report. All related reports and store job were done through store company system *FactsIMS*.
* Participate in purchasing matters. Gather product and vendor information. Make and record limited purchases. Complete and process required records.
* Maintain records, files, and informational and technical catalogs. Obtain and/or prepare budgetary account and purchase status reports.
* Perform other related works as assigned.

***Document Controller/Clerk*  April 2006 - March 2008**

Bureau of Labor Relations

Intramuros, Manila

Philippines

**Duties & Responsibilities:**

* Ensuring the flow of documents in accordance with company procedure.
* Registering of internal & external documents
* Maintain document control register for incoming and outgoing documents
* Distribute control documents and other types of letters
* Make electronic copy and hardcopy filling of documentation.
* Scanning and file manipulation.

***Senior Nursing Aid*  April 2002 - July 2005**

San Jose Home Care

#03 Montalban Street

Brgy. Mauway, Mandaluyong City

Philippines

**Duties & Responsibilities:**

* Prepare routine drug orders, give & chart medications.
* Facilitate therapies of psychiatric and the maintenance of therapeutic environment.
* Assist the Psychiatrists and Doctors during consultations.
* Giving total nursing care to patients and perform other duties as assigned.
* Guide and assist other ward members in giving patient care.