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 **EDUARDO**

**EDUARDO.372529@2freemail.com**

**OBJECTIVES**

 To explore an employment that will develop my capabilities and potentials. To have more knowledge. To promote career growth and establish myself as an asset to the company.

 EMPLOYMENT BACKGROUND

 **Electra Events & Exhibitions**

 **Dubai, UAE**

**TRANSPORT SUPERVISOR October 2013 - July 6, 2017**

**STAFF MANAGEMENT AND ADMINISTRATION**

* To ensure company drivers wear proper uniform and full PPE ( personal protective equipment ) whenever required
* Ensure staffs respect policy and rules of the company
* Control and validate time sheets
* Control bills and forward them to HOD ( head of department ) for validation
* Gather leave requests and proper frame and forward to Transport HOD

**PLANNING**

* Received the Logistics Order Form request and analyze the transport needs
* Build, update and spread the transportation planning
* Optimize the fleet routing and vehicle fleet turnover
* Optimize projects deliveries routing: maps, contact details on site, delivery planning ( which truck should come first, etc. )
* Supervise on site operation

**FLEET MANAGEMENT ADMINISTRATION & REPORTING**

* Update Transportation documents in hard drive ( drivers & suppliers certification, driving license, registration cards… )
* Monitor and update company vehicle fleet master documents
* Monitor rental and leased vehicle master document along with user allocated
* Monitor and follow fleet vehicle condition through inspection form, action when dysfunction is reported
* Gather repairs and maintenance from HOD ( head of department )

**TRANSPORT ADMINISTRATION**

* To transmit vehicle planning to drivers
* To validate transport planning with the requester
* To follow up items collection with Merchandise Controller
* To report the invoicing to the Transport Manager

 **TRANSPORT & MERCHANDIZE COORDINATOR November 2012 - 2013**

**STAFF MANAGEMENT**

* To ensure yard staffs wear Company uniform and clean clothes
* To ensure staffs respect policy and rules of the company
* To control yard staffs time sheets and bills
* Gather yard team annual leave planning and report to Transport HOD for approval

**MANAGEMENT and CONTROL OF SUPPLIES**

* Collect PO ( purchase order ) from Purchase Department and analyse vehicle needs.
* Liaise with suppliers for material availability and collection / delivery appointments
* Monitor at all times all requests from Purchase Department to meet the request deadlines
* Assure material loading plan optimization and its application by Yard Supervisor
* Ensure that material collection and deliveries match PO orders (quantity, quality, delay)
* Assure and control each trip has an allocated Job ID, DN ( delivery note ) and BOI ( bill of items ) if necessary
* Assure and control yard supervisor collects signed DN’s/BOI from drivers
* Monitor labelling for items in/outgoing from yard are properly executed
* Report deliveries status to Purchase Department and any concerned person

**WAREHOUSING & STORAGE**

* Assure items are labelled and tagged prior to storage
* Settle a storage plan and keep the place clean and tidy
* Create an inventory follow-up and sleeping stocks
* Report inventory to Transport HOD and Operation Director
* Assure maintenance of yard equipment and report to HOD

**YARD SUPERVISOR November 2010 - 2012**

**STAFF MANAGEMENT**

* Control yard staffs wear clean uniform and respect policy and rules of the company
* Control yard staffs duty and spread tasks accordingly
* Gather yard staffs leave request and report to MC ( merchandize coordinator )

**RECEIVING MATERIALS: IN YARD**

* Be aware of scheduled reception in yard
* Coordinate yard reception and allocate staff
* Control quality and quantity of incoming material following PO ( purchase order ) or LOF ( logistics order form ) in case of discrepancies keep the delivery on hold and inform MC or purchase department to resolve the issue,
* Ensure the safety of the materials, staffs and equipment during unloading
* Control labelling of incoming products & supplier’s DN compare to PO and sign DN

**DELIVERIES: MATERIAL OUT FROM YARD**

* Be aware of scheduled departure from yard and acquaint people for any additional load
* Coordinate collection from yard and allocate staff
* Ensure the safety of the staffs, materials and equipment during loading
* Hand over DN to the driver
* Edit BOI when sending materials to desired location and follow it up until it hits destination

**REPORTING**

* Acquaint concern Department/person for any material received
* Report deliveries status to MC ( merchandize coordinator )
* Provide MC material details for packing list edition
* Inform MC and TM ( transport manager )upon receiving International Shipments

**TECHNICIAN June 2009 - 2010**

 **The Image Works**

 **Dubai, U. A. E.**

**Job Description**

* Install and build SYMA PROFILE for exhibition and promotional stand.

**BASIC INFORMATION**

Birthday: October 13, 1966

Birthplace: Guagua, Pampanga Phillipines

Status: Married

Height: 5’2

*I hereby declare that the information stated in this CV (curriculum vitae) are true and correct to the best of my knowledge*