PROFESSIONAL SUMMARY OF:

**FELIX**



Email : felix.373686@2freemail.com

Address : Dubai, UAE

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CAREER OBJECTIVE:

To succeed in a challenging and stimulating environment, building the success of the company while experiencing advance opportunities.

Professional Experience

**i-Cell Telecom LLC**

Dubai, UAE

August 2014 up to Present

Designation : Organization Coordinator

Job Description:

* Manage liaison with suppliers and origin stations (South Korea, Hong Kong, Nigeria, Kenya and Zambia)
* Coordinate and monitor supply chain operation (LG, Samsung, HTC, Infinix, Huawei and Beats)
* Provide shipment information to customers (Flight schedule and supporting documents)
* Liaison with different departments within the company to facilitate shipments
* Effectively communicates with clients and couriers
* Responsible to communicate with the Supplier (LG, Samsung, Infinix, Beats, Huawei) for raising Purchase Order, follow up on the related shipping documents, claims and support.
* Ensuring that quality assurance checks are completed and maintained.
* Responsible for monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
* Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
* Interact with third party logistics service providers
* Responsible on preparing supporting documents and arranging the payment to third party Company
* Audit freight cost and documentation
* Handling Company Petty Cash (both cash payments, expenses and ERP Entry)

Cellport General Trading LLC

Dubai, UAE

November 2012-July 2014

Designation: Delivery

Job Description:

* Arranging and scanning of invoices and delivery notes
* Preparing orders to be delivered to customer
* Daily checking of inventories and receiving of stocks
* Weekly checking of import shipments
* Assisting the collector in collecting payment from customers
* Responsible for monthly reconciliation of stock inventory

JG Summit Naptha Cracker project (Daelim Philippines Inc.)

Batangas, Philippines

February 2012 to August 2012

Designation: FMCS Material Controller

Job Description:

* Updating inventory of overall materials
* Encoding new shipment and delivered materials
* Actual checking of materials in both field and warehouse
* Arranging materials by its items and sizes
* Daily filing of documents and reports
* Daily monitoring of inventory
* Submitting summary reports of stocks issued every month

WUKONG Private Ltd.

Cavite, Philippines

September 2011-January 2012

Designation: Production Operator

Job Description:

* Responsible for woods and lumber testing (bend and elasticity, glue, etc.)
* Submit daily reports and results of product testing
* Monthly filing of documents and reports
* Encoding of reports and documents

Burlington Industries Philippines Inc.

Makati, Philippines

January 2011-August 2011

Designation: IT Assistant / Sales Data Analyst

* Encoding details of every products in the system
* Monthly preparation and submission of inventory report and printout
* Summarize the reports from production operators
* Monitoring and updating system inventory
* Troubleshooting of computers, printers, and network connection.
* Installation of barcode reader, projector, and Microsoft Office
* Printing of monthly stock sheet

Educational Background

Tertiary: Lyceum of the Philippines University

Batangas City, Philippines

Graduate of BS in Information and Communication Technology ( SY 2005-2010)

Skills

* Proficient on written and spoken English
* Proficient on Microsoft Office
* Efficient in handling ORION and CITRIX systems
* Strong customer and problem solving skills
* Ability to take initiative and responsibility

Personal Data

Date of Birth: January 14, 1989

Marital Status: Married

Nationality: Filipino

Language: English, Tagalog