**ROWEL**

**Bachelor of Science in Industrial Engineering (2001-2006)**

Rowel.384175@2freemail.com

Marital Status: Single

**POSITION DESIRED: ”WAREHOUSEMAN/STOREKEEPER/LOGISTICS”**

**OBJECTIVE OVERVIEW:**

To pursue an entry level position in a company which provides me with opportunities to grow professionally and personally and the opportunity to unleash my skills and contribute to organizational growth.

**WORK EXPERIENCE:**

**GAMEPLACE ELECTRONICS SERVICES**

*Manila PHILIPPINES – March 2017 to March 2018*

**LOGISTICS/SUPPLY CHAIN STAFF**

* Loading and unloading of shipments/delivery.
* Checking/receiving of shipment (actual item, quantity and quality).
* Preparing OSD – Overage/Shortage/Damage & NCR report (discrepancy report).
* Storing of items/parts/gadget/cell-phone accessories on the bin storage area.
* Filing and recording of delivery receipt (Updates MS Excel report).
* When there’s an order from customer.
* Picking of parts/items from the bin storage area.
* Packing and preparation of shipment.
* Preparing for weigh-in before pull out.
* Preparing of commercial invoice.
* Preparing QA/QC report of items/parts, to ensure the good condition before pull out/shipment.
* Tally ERP 9 user, system used in preparing for online quotation and sales invoice.

**DECORELLE ARCHITECTURE & INTERIOR DESIGN**

*DOHA,QATAR – DEC. 2014 to JAN. 2017*

**WAREHOUSEMAN/STOREKEEPER**

* With the forklift operator. Assist the loading & unloading of electrical items, tiles, painted woods, lavatory items, lighting materials etc.
* Checking shipment (quantity & quality of materials).
* With QA/QC, checking the quality of the items upon receiving.
* Preparing the discrepancy report - OSD/NCR report.
* Proper storing of different items per classification on stock room. Labeling as well.
* In-charge in monitoring issuance of items upon the request per depart, especially those items to be used and install.
* Requestor requested items should provide transfer slip.
* Preparing the good issuance list on SAP system.
* Picking of items on the storage bin.
* Preparing items on the box or pallet.
* Preparing good issue slip.
* SAP is the system used in Good receipt and Good issuance.

**UNIVERSAL ROBINA CORPORATION**

*Tarlac Philippines – January 2007 to July 2013*

**LOGISTICS/SUPPLY CHAIN**

**WAREHOUSE ASSISTANT**

* Loading & unloading of shipment with forklift operator.
* Checking the actual item (spare parts) – description, quantity and quality.
* Preparing reports (discrepancy and NCR).
* Proper storing of items on the stock room & proper labeling of items (sku – stock keeping unit).
* When pull out of items (shipping to customer or other plant).
* Preparing the packing list.
* Picking of items from the storage area.
* Packing of items/shipment.
* Preparing for weigh-in.
* Preparing of commercial invoice or delivery receipt.
* Prepare as well the QA/QC inspection report before pull-out.
* SAP (Systems Application Product Development) the system used in making GR/GI.

**EDUCATION:**

**TARLAC STATE UNIVERSITY - Philippines**

***BACHELOR OF SCIENCE MAJOR IN INDUSTRIAL ENGINEERING***

**2001 - 2006**

**ADDITIONAL WORK EXPERIENCE:**

**GOLDEN DRAGON APPAREL**

ON THE JOB TRAINING

IE – INDUSTRIAL ENGINEER

MARCH 2006 (260 HOURS)

**FARMER'S EDGE (FEEDMILL)**

6 MONTHS CONTRACT

WAREHOUSE STAFF

APRIL 2008 - SEPT. 2008

**CERTIFICATE:**

SAP Application (Systems Application and Product Development)

URC Tarlac Plant Philippines

August 2012

INVENTORY MANAGEMENT (Tarlac Philippines)

September 2011

BASIC AUTO CADD DESIGN (CAD)

Global Knowledge Academy Philippines

May 2011

TOTAL QUALITY MANAGEMENT

Azaya Gardens Resort Tarlac Philippines

 June 2010

MATERIAL PLANNING, 5’S

SAFETY AND HEALTH

Tarlac State University Philippines

2005

**SUMMARY OF SKILLS AND QUALIFICATION:**

* Ability to work in a challenging atmosphere as a team player with responsibility & commitment. Knowledge in IE works, planning, & supervisory position.
* Can work under pressure and with less supervision.
* Self- learner with strong grasping skills/ Eager to learn new things.
* Proficient in both written and oral communications.
* Knowledgeable with various **MS Office applications.**
* Effective liaisons with customers.
* Hardworking, flexible and highly organized.
* Good in decision making and leadership.
* **Crux & Tally ERP 9** knowledge (quotation & invoicing).
* Knowledge with **SAP Systems Application and Product Development** (Delivery posting, issuance and transfer posting)
* Knowledge with 5’S, GMP, B2B, HACCP Audits, QMS, documentation and warehousing.
* Can make Video Presentation maker through MS Power point.

 *I hereby certify that the above information are true and correct to the best of my knowledge and belief.*