MR. MARIONEL

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Objective: To obtain a position or any suitable job where my experiences and skills gained extensively and intensively and can be fully utilized. I am enthusiastic to gain additional knowledge and experiences for any future advancement.

I. PROFESSIONAL EXPERIENCE

QICC Qatar International Cables Company, Mfg. January 22, 2012 - Present

A Nexans Company Department: Supply Chain / Maintenance

Doha, Qatar

Position: Warehouse & Cross Sales Executive

Main Task: Main In-charge of Warehouse & Cross Sales

A. Maintenance Dept. ( Warehouse) Ensures the availability of spares parts ,supplies and equipment to Internal Clients under optimal cost , quality ,dead line and safety conditions

Other Task:

 Directly Reporting to Maintenance Manager

 Responsible for the supervision & Inspection of off Loading Materials (Import & Local)

 Monitoring & Controlling Stock of Spare Parts per Machine & Consumable items.

 Coordinates with the Maintenance Electrical & Mechanical Supervisors.

 Coordinates with freight Courier & Materials Suppliers Local & abroad

 Preparing of Purchase Request Spare Parts & Consumable items for Warehouse.

 Coordinates with the Purchasing Officer in regards with supplies.

 In-charge of Forklift Maintenance / Skip & Scrap of the company.

 Take inventory and examine spare parts items to be reordered and replenished.

 Coordinates with maintenance Team, audit and establishes operating procedures for daily activities: physical Inflows and Outflows, handling of spare parts, supplies and equipment.

 To maintain records for internally raised requisition and to procure the same in cooperation with purchase department.

 To coordinate with the purchase, production and accounts department.

 To prepare and maintain ISO procedures and documentation.

B. Supply Chain (Logistic - Cross Sales Executive) ensures all trading cable materials from abroad is monitor, track the estimated arrival, arrange the clearing and secure the condition of goods. Delivered the materials to customer in good condition with high satisfaction of customer.

Other Task:

 Directly Reporting to Supply Chain Manager

 Supervising the Man Power

 Support FG & RM Logistic Officer

 Supervising the Loading and Off Loading of Materials (Import & Local)

 Tracking of Delivery Materials in coming to plant & out going to Customer Site. ( Local & Abroad )

 Coordinates with QC Department for testing requirement of Cable Materials.

 Arrangement of delivery and coordination to Freight Forwarder.

 Coordinates with Sales Engineer & Back door sales office.

 To coordinate with the purchase, production and accounts department.

 Coordinates with Company Customers in regards to their requirement and delivery matters.

 Arrangement of all legal documents for materials export.

 Coordinates with the planning Department.

THOMAS BENNETT GROUP October 21, 2011 – January 15, 2012

THOMAS BENNETT STEEL L.L.C. Division Department: Structural Mfg.

Dubai Investment Park

Dubai United Arab Emirates

Position: Dispatch Officer

Main Task: Head In-charge of Dispatching Department.

Other Task:

 Directly reporting on Operational Manager & Production Manager.

 Supervising the Loading and Off Loading Materials.

 Tracking of Delivery Materials going to Project Site. ( Local & Abroad )

 Conducting Quality Inspection of new Steel Materials for receiving.

 Coordinates with the Site Engineer & Foreman in Project Site regarding Delivered Materials.

 Ensures that all transfers and deliveries of equipment and materials on Project Site are in properly documented.

 Coordinates with the Fabrication Foreman of Painting Supervisor

 Coordinates with the Storekeeper for the material issuances and as well in Purchaser.

 Coordinates with the Production Planner & QA/QC for materials to be issued on Project Site.

 Ensures safety of Man Power.

Collection Prive General Trading June 2009 –October 19, 2011

Dubai, United Arab Emirates Department: Distribution Center (Warehouse)

Position: Inventory Controller

Main Task: Warehouse In-charge, Dealing with customer and controlling all the stocks & Documents.

Other Task:

 Monitoring the Stocks Movement.

 Check and monitor the stock level on a daily basis, stock in a manner ensuring that the goods are available to meet Customer requirement.

 Supervising the Warehouse Operation and Staff

 Prepare monthly stock summary, reconcile and ensure physical and book balances tally every day. Validating the products condition.

 Compile the daily sales by posting the same in register and inform the Sales & Training Manager of fast and slow moving items for budget purpose.

 Preparing monthly report of inventory performance.

 Reconciling delivery notes with Purchase order.

 Analyzing supply chain related issues to determine lead times, stocks to be held and re order levels.

 Entering stock items in the system and allocating them to their respective locations.

 Monthly stock take and reconciliation of stock

 Monitor deliveries of goods to the respective customers.

Main Office: Patchi L.L.C. Mfg. September 2005 – May 2009

Dubai, United Arab Emirates Department: Workshop

Position: Stock Controller Section: Distribution Center

Main Tasks as Stock Controller: Directly reporting to Chief Financial Officer, Responsible for supervision and performance of inventory stock control ensuring efficiency, consistency in process and productivity. Perform operations involved in inventory, storage, inspection, identification, and receipt of merchandise, being responsible for facility safety and secured. Monitor the process of receivables, storing and issuance of materials, equipment and other from warehouse, keeping records and compiling stock reports.

Other Tasks:

 Store In-Charge. (Distribution Center)

 In-Charge for the Distribution of items to the different branches daily around United Arab Emirates. (18 Branches)

 Creating and assembling Barcode for the specific Item with the price calculation in the system

 Preparing Transfer Vouchers & Invoices for the items.

 Prepares DDS Daily Dispatching Schedule

 Encode inventory transfer & issuance such as item request and items movement

 Monitoring the full processed of item transfer from the main store going to the different branches that we have using system software.

 Coordinates with the different Showroom Manager regarding with their inquiries and delivery of items

Check and received good returns from Branches and replacing damage items

 Updates the SLS Stock Locator System (EXCEL)

 Prepares shortages report-used for verification of unserved items.

 Inputs data weekly shortages report and inputs data to activity report

 To keeping exact record of incoming and outgoing materials.

 Organize and label warehouse stocks, to ensure accessibility and orderliness and to accommodate new shipment.

 Responsible for supervision and performance of inventory control and ensuring efficiency, consistency in process of productivity.

 Act as the team leader whenever there is a schedule of a stock taking to the different branches that we have around United Arab Emirates (e.g. Abu Dhabi, Al Ain, Dubai, Sharjah-Ras Al kaima).

 Verify inventory computations by comparing them to physical counts of stocks, investigate discrepancies and pinpoint the cause of such discrepancies. To carry out the tasks and duties assigned by the Chief Financial Officer as well as the Operations Manager.

 Take inventory and examine merchandise to identify items to be reordered and replenished. Trace history of items to determine reasons for discrepancies between inventory and stock-control records and recommend remedial actions to resolve discrepancies.

 To implement quality management system for store, preservation, dispatch and delivery.

Exel Logistics Management Philippines, Inc.

September 2004 – February 2005

Under Procter & Gamble, Philippines Inc. Mfg. Department: IBL In Bound Logistics

Light Industry and Science Park Section: Fabric & Home Care

Position: Inventory Analysts

Main Tasks as Inventory Analysts: Performs daily cycle count and month end adjustments; analyze trends of products losses/gain and recommends action plan. Responsible in achieving the KPI relative to inventory reliability as defined by the client. Conduct test audit on date integrity of receiving, issuance and compliance to LIFO/FIFO System. Responsible in updating the F&HC material list and database of re-analysis and expiry date of raw materials.

Other Tasks:

 Assisting for operation in improvement of process, assists in ensuring that materials inventory are within minimum level.

 Handles inventory in outside warehouse.

 Filling of all inventory documents. And a proper documentation of all materials movement.

 Assisting the forklift operators in storing and issuing of materials

 Responsible for filling and resolution and Logging all materials to be received and to be transferred

 Handling rejects materials, Labeling and arrange for return.

 In charged of producing and updating of the LIFO/ FIFO card submitting the samples to RM laboratory

 Authorized to initiate disciplinary action for operatives ( Team Leader / FO / Sap Encoders )

Tupperware Manufacturing Philippines August 1999 – August 2004

Dart Philippines Inc. Department: Logistics

Carmelray Industrial Park Section: Distribution Center

Position: Warehouse Personnel

Main Tasks as Warehouse Personnel: Performs daily processing of Sales Order from Tupperware Philippines Distributors.

Other Tasks:

 Sales order encoding including verification of Distributors order to THP (DSG / Finance )

 Prepares DPDS Daily Picking Dispatching Schedule

 Prepares confirmation of delivered orders

 Check and received good returns from distributors and replacing defective items

 Updates the SLS Stock Locator System

 Prepares shortages report-used for verification of unserved items (JDE Report VS Shortages Report )

 Inputs data weekly shortages report and inputs data to activity report

 Encode inventory transfer & issuance such as item request and items movement

 Filling of (POF) Purchased Order Form per week and per distributors

 Monitoring stocks of Spare Parts Section

 Check distributors back load orders

Interphil Laboratories, Inc. Philippines Mfg. June 1998 – November 1998

Canlubang Industrial Estate, Bo. Pitland Department: Logistics

Position: Warehouse Assistant Section: Chemical Dispensing Area

Main Tasks as Warehouse Assistant: Performs daily transaction of all Finished Goods DR’s

Other Tasks:

 Assisted the Logistics Manager, Section Manager, Section Supervisor, and Warehouse Checker to inspect all materials from storage location.

 Ensures that all transfers and deliveries of merchandise/supplies, equipment and materials are duly authorized and properly documented.

 Observed the maintenance, Cleanliness of receiving area at all times.

 Schedules work / shifting of personnel to ensure efficient services.

 Monitoring of all material stocks on the floor, including office supplies

 In charged of producing and updating of the LIFO/ FIFO card submitting the samples to RM laboratory

 Keep on tracking materials movement stock card versus on system.

 Monitoring of delivery and materials in time.

 To verify & inspect incoming & out going material by self.

II. Training

 5S Training Program

 Quality and Safety Training conducted by Exel Logistics Management Philippines Under Procter & Gamble

 Occupational Safety and Health

 PDS Peoples Developing Standard conducted by Tupperware Mfg. Inc. Philippines

 Forklift Training (Reach Track Forklift & Counter Balance forklift)

III. Skills

 Familiar with inventory management procedures, team leader and customer focused

 Can work under pressure and willing to work on extended hours even holidays  Good communication skills  warehousing software knowledge  Warehousing Management systems  Team player, strong personality, hard working

 Can drive of light vehicle and forklift

 Computer literate on the following programs

 Retail Pro8 Merchant Edition

 Microsoft Business Solutions-Navision

 SAP 4.5 Versions (System Analysis and Product)

 JD EDWARDS

 PICS Premier Inventory Control System

 Proficiency using different types of Operating System

 Windows 98x, Windows 2000, and Windows XP, Windows Vista, Windows 7, 8

 Microsoft Word

 Microsoft Excel

 Microsoft Power Point

 Knowledge of warehousing methodology.

 Knowledge of warehouse documentation.

 Knowledge of inventory management practices.

 Knowledge of storage, shelving, safety and security as associated with the operation of a warehouse.

 Knowledge of inventory management in a retail outlet.

IV. Educational Background

1994 – 1996 Info Tech Computer School, Manila Philippines

Graduated of Computer System Technology

V. Personal Data

 3 words describe on me: focused, energetic, creative

Citizenship : Filipino Age : 38

Language Spoken : Tagalog (Native): English (Fluent) Arabic (Basic) Height : 5’5”

All aforementioned data are true and correct to the best of my knowledge and belief