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**RALF**

**RALF.345979@2freemail.com**

**CAREER OBJECTIVE:**

To find an appropriate position wherein I can actualize stored knowledge and at the same time which provides an opportunity to discover and explore my potentials; a position where I can expect to grow personally, technically, and intellectually thru actual and efficient performance of relevant task and responsibilities.

**EMPLOYMENT HISTORY:**

**MATERIAL CONTROLLER / WAREHOUSE ASSISTANT**

**Venture Gulf Engineering WLL.**

**(Qatar Shell project)**

**May 26-2015 up to November 04, 2016**

 **QSGTL (Qatar Shell Gas to Liquid) Ras Laffan Doha, Qatar**

**DUTIES and RESPONSIBILITIES:**

* Receive new delivery materials from the different vendor
* Process the level 1 and 2 inspection with the QC (Quality Control) ensures the materials received as per the delivery note is matching.
* After completing the inspection and approve from QC item or material to be located in the bin location and update in the inventory file.
* Processing GR (Goods Receive) using SAP system.
* Maintaining the records of new delivery and update in the inventory list.
* Issuances of the material to end-user during the shutdown ensure the material requested is correct and matching with their requirement.
* Process the GI (Goods Issue) in the system to deduct the quantity in our inventory list.
* Answering telephone calls and replying all query of end user in the email.
* Maintaining records off all documents in our archive (Delivery Note, Packing List, Invoice & Certificate or MSDS (Material Safety Data Sheet) and all other related documents of delivered materials.
* Ensure to provide good customer service to the end user.

**PROCUREMENT CLERK**

**Arabian Pipeline & Services Co. Ltd. (ANABEEB)**

**November 21, 2010 up to October 24, 2014**

**(Anabeeb) Abu Hadriyah Road, Dammam Highway Al Jubail City**

**Kingdom of Saudi Arabia.**

**DUTIES and RESPONSIBILITIES:**

* Review the Store Requisitions issued to Store, deal with the accepted store requisitions as per the requirements.
* Processing of requisitions for Overseas procurement
* Sending Request for quotation (RFQ), to the supplier inside and outside the kingdom.
* Obtain the quotation and issue purchase order in accordance with the quality system procedure.
* Issue Memo for the payment terms.
* Perform clerical duties in a store department.
* Assist and support stores management in running the store successfully.
* Monitor delivery prospect and report delays if so required to the requisitioner.
* Receiving and inspection of the delivery.
* Handle all related correspondence and maintain detailed records as required by quality system procedures.
* Process all invoices received from supplier and prepare reports as per company policy.

**EDUCATION HISTORY:**

**COLLEGE: Isabela State University (Main Campus)**

 Course: **Bachelor of Science in Information Technology**

 Echague, Isabela 2004-2008

**TECHNICAL SKILS:**

* Knowledgeable in Oracle and SAP System.
* Computer Literate MS Word, MS PowerPoint, MS Excel.
* Software Knowledge in Windows 7, Vista, Windows XP, Office 98,
* Office 2000, Office 2003, Office 2007
* Internet surfing, emails and web browsing.

**PERSONAL INFORMATION:**

Birth Date: September 21, 1988

Age: 28 years old

Place of Birth: Echague, Isabela

Height: 5’7’’

Gender: Male

Civil Status: Single

Nationality Filipino

*I hereby certify that the above statement are true and correct to the best of my knowledge, ability and understanding.*