



PROFILE

Hardworking and enthusiastic individual with 10 years' experience as Storekeeper. Ability to learn new tasks quickly and proficiently while developing positive relationships with clients to ensure business growth. Representing a friendly and professional demeanor at all times. Seeking to join a progressive organization where I can utilize my unique skills.

CONTACT

PHONE:
+971564548902

WHATSAPP:
+971545978846

LOCATION:
Sharjah, UAE

EMAIL:
allanjosh08@gmail.com

PERSONAL INFORMATION

Nationality : Filipino
Date of Birth : 24th Jan, 1976
Civil Status : Married

AREAS OF EXPERTIES

Skills in Driving Four Wheels Forklift

Advanced computer skills including MS Office

Ability to prioritize work and manage time effectively

Ability to cope with pressure

Knowledge in SAP and Dynamic AX software, information and communication management

EDGAR ALLAN SERRANO

WORK EXPERIENCE

Warehouse In-charge

Water Fall Pumps Manufacturing

June 2020- Current

- Managing the overall functioning and day to day operations in the store.
- Arranging the materials for the delivery based on sales requirements on day to day basis
- Coordinating with QC department for the final inspection before packing all the materials.
- Coordinate with sales team for the delivery and informing about the non-availability materials
- Updating the stock report on daily basis. Maintains the stock report not only for the available materials and for work order booking quantity also like tally
- Working with store internal team to restructure inventory system, providing more accurate ordering process while minimize over/under ordering of materials
- Responding to all department requests and emails on priority basis.
- Issuing the materials to the production based on the pick list after verifying with work orders.

Warehouse In-charge / Storekeeper

Oscar Lubricants LLC

Ajman, UAE

November 2017 – June 2020

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, loading, unloading, and shelve supplies
- Perform other stock-related duties, including returning, packing and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Operate a forklift or other light equipment used in moving heavy items.

Data Entry I Warehouse Supervisor

INMA (Saudi Agricultural Development Co.)

Riyadh Saudi Arabia

May 2013 - July 2017

- Making purchase request
- Making data entries
- Making purchase order
- Issuance of all withdrawn items
- Monitor Stock
- Making data entries of all items
- Making purchase order
- Receiving purchase order (Dynamic AX)

Storekeeper

Saudi Agricultural Development Co.

KSA

February 2009 - April 2013

- Prepares requisition of material, supplies and parts needed by the respective section
- Received/ accept materials, part and supplies, check the specifications base on the delivery receipts and purchase order.
- Prepare incoming materials Inventory report
- Issues materials and supplies with corresponding material requisition slip.

Storekeeper

Foster Food Incorporated

Philippines

April 2005 –October 2008

- Prepare requisition of materials, supplies and part needed by the respective section using the materials part requisition slip.
- Prepare the daily monitor report to indicate all incoming and outgoing materials, supplies parts and corresponding average daily consumption
- Received/ accept materials, part and supplies, check the specifications base on the delivery receipts and purchase order.
- Prepare daily receiving and inspection report

EDUCATION

Computer Technician

Data Case Computer Technology

A.Y 2000

I hereby certify that the above information is true and correct to the best of my knowledge

EDGAR ALLAN SERRANO