**EDWARDO A MEJARITO**

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Al Jazeera Ras Al Khaimah U.A.E

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Professional Summary

To be able to present an accurate and concise detail of my background and impart to my knowledge for the job being applied for. Hardworking can able to work under pressure time, A person who is assertive, confident, personally motivated, Independent with high respect to others and willing to undergo trainings and seminars. can work under minimal supervision. Skilled Inventory Management with experience in the Ware housing, logisticsindustry. Familiar with SAP.

Skills

 Computer troubleshooting, Basic networking,  Self-motivated

 Strong verbal communication  Conflict resolution

 Extremely organized  Team leadership

 Client assessment and analysis  Staff development

 Can work under minimal supervision.  Data management

 Process implementation

Accomplishments

 Creative Problem Solving:Resolved product issue through consumer testing.

 Reporting Documented and resolved inventory issue which led to reduce company losses.

 Computer Proficiency Used Microsoft Excel to develop inventory tracking spreadsheets.

 Supervision Supervised team of three staff members.

Work History

June. 21, 2017 - Feb 28, 2018

*CONSTRUCTION MATERIAL SPECIALIST BECHTEL PETROFAC JOINT VENTURE Construction Company (EPIC recruitment Services)*

*Abu Dhabi United Arab Emirates*

* oversee the steel, Oversight to ES&H, quality and construction progress including reporting on daily activities and interfacing with contractor site teams.
* Take responsibility for overviewing contractor’s performance from a progress, ES&H and quality perspective.
* **Report to the Field Material Management organization may be assigned specific duties in receiving, inventory or shipping.**
* **Responsible for material management functions, including the receipt, inventory, storage and issuance of consumables, bulks, spares, equipment, and permanent plant materials to be used in construction.**
* **Oversees materials management records and documentation, and Bechtel Procurement System (BPS\) data entry relating to material receiving, inventory and issuing.**
* **Reports to and receives operational direction from the project contractors and Superintendent or Project Supervisor.**
* **Maintains direct working relationship with the following.**
* **Field Engineering and Construction concerning the storage and availability of materials for issue to the field.**
* **Project Quality Control/Field Engineering regarding documentation and inspection for materials in inventory.**
* **Assigned crafts and clerical personnel in the process of receipt, storage custody, and issue of project materials.**
* **Receipt Inspection and Test personnel, conducts material receipt activities to ensure delivered materials comply with purchase order requirements.**
* **Coordinates receiving activities with Receipt Inspection and Test personnel to ensure timely material receipts.**
* **Resolves receiving issues with assigned Engineering, Expediting and Purchasing personnel to ensure timely material receipts.**
* **Directs the movement of materials into and out of inventory.**
* **Continually audits BPS data for accuracy and timeliness generates reports and graphs to illustrate metrics.**
* **Conducts and reviews the accomplishment of physical inventories on a timely basis to ensure valid records are continuously maintained.**
* **Participates in the project materials protection program in conjunction with other responsible groups within the project organization.**
* **Maintains custody of project materials in inventory.**
* Plan to meet the weekly installation and support the Project schedule in a safe manner.
* **Assists with the disposition of surplus project materials as approved by project management and directed by Field Procurement Management.**
* **Prepares and maintains Inventory Control Records (manual or automated).**
* **Processes Material Withdrawal Request to deliver materials to Construction.**
* **Handling and supervise 100 personnel inside the steel yard area**
* **conducting and maintaining high quantity inventories.**
* Attend pre-start, toolbox talks, site walk downs and other conduct project meetings as required. including but not limited to: plan of the day, Interface and coordination meetings, 3 Week lookahead, and 90 Day Review meetings.

Oct.22, 2016 - April 2017

*LABOR/LOGISTIC SUPERVISOR JOTECH GENERAL TRADING FZE. L.L.C*

*Ras Al Khaimah, United Arab Emirates*

* Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
* Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
* Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
* Maintains quality service by establishing and enforcing organization standards.
* Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
* Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.
* Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.
* Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
* Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* Keep records of employees' attendance and hours worked.
* Plan and establish work schedules, assignments, and production sequences to meet production goals.

May 08, 2016 - Oct. 2016

**DOCUMENT CONTROLLER RAM METAL INDUSTRIES L.L.C**

DUBAI, United Arab Emirates

* Received Delivery of Raw materials from the supplier and input to the database for inventory.
* Arrange the raw materials and finished products according to the account codeand update and maintain to databases.
* Maintain the full safety of the hazardous raw materials from the warehouse and the factory to avoid any accident from the chemicals.
* Assist the laborer from their duties and giving safety instructions and teach them in data-entry of items in computer data-base.
* Always refer and maintaining the M.S.D.S (Material Safety Data Sheet) for the safety and first aid of hazardous chemicals.
* Follow up order of Raw materials to the supplier for the warehouse stock.
* Arranging the production for export going to Egypt, Qatar and Oman. Coordinate with the cargo agency for the ETA of the delivery.
* Arrange documentation of delivery such as Bill of Ladding, Manifest and other documentation needed for the delivery of product.
* Making inventory report for the opening/closing stock of the Month and maintaining the inventory to SAP system and doing back up report to excel sheet.
* Maintaining the Networking for the speed and reliable connection inside the ware house and production area.
* Maintains a favorable working relationship with all other company team members to foster and promote cooperative and harmonious working climate to help keep high morale, productivity and efficient/effectiveness.
* take and distribute accurate messages, fax, scan, copy documentsreceive, sort and distribute incoming mail
* Follow up the P.O (Purchase Order) and cheque to the accounts payables.
* Monitor and secure that we have enough stock of finished products to the Showroom area and maintain office and warehouse supplies.
* Coordinating to the showroom personnel for the finished products.
* Securing that we followed the FIFO system (First in, First out) to avoid the expiration of Raw materials inside the ware house.
* And otherpaper works(multitasking) to be assigned by the Plant Managers and Showroom Managers.

May 02, 2015 -May 02, 2016

**DOCUMENT CONTROLLER**/**STOREKEEPER JOTECH GENERAL TRADING FZE. L.L.C**

Ras Al Khaimah, United Arab Emirates

* Received Delivery of Raw materials from the supplier and input to the database for inventory.
* Arrange the raw materials and finished products according to the account codeand update and maintain to databases.
* Maintain the full safety of the hazardous raw materials from the warehouse and the factory to avoid any accident from the chemicals.
* Assist the laborer from their duties and giving safety instructions and teach them in data-entry of items in computer data-base.
* Always refer and maintaining the M.S.D.S (Material Safety Data Sheet) for the safety and first aid of hazardous chemicals.
* Follow up order of Raw materials to the supplier for the warehouse stock.
* Arranging the production for export going to Egypt, Qatar and Oman. Coordinate with the cargo agency for the ETA of the delivery.
* Arrange documentation of delivery such as Bill of Ladding, Manifest and other documentation needed for the delivery of product.
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* And otherpaper works(multitasking) to be assigned by the Plant Managers and Showroom Managers.

February 02, 2011 - June 1, 2013

**Fleet Administration Assistant/Office Staff** /**PMFTC Inc. Phillip Morris Philippines**

Manila Philippines

Job Description / Duties and Responsibilities:

* Securing All Company Vehicles must have a valid, accurate and signed trust receipt and input to Master file for records and reference.
* Insuring that the ownership of all vehicles is valid to PMFTC Inc.
* Securing and monitor that all running vehicles have a fleet card.
* Maintaining accuracy of Master file.
* Make sure that the documentation for each of the vehicles is complete and valid such as Deed of Sale, Secretary Certificate.
* Coordinating to Land Transportation Office employee for the process of transfer of ownership.
* Securing Affidavit for lost plate and process to Land Transportation Office for recopy of plate.
* Securing that deployment of new vehicles is meeting to the time requirements as requested.
* Receiving the new unit to dealer and ensured that the vehicles brand new and meet the ordering requirements of the company.
* Follow up and set a meeting to dealer for the issuance of plate, Certificate of registration, Official receipt, Vehicle Sales invoice and Delivery receipt.
* Insuring that all running vehicles are covered with insurance.
* Follow up the Insurance Claims and submit necessary documentation for the claims to insurance Broker (Marsh Philippines.)
* Forwarding the copy of Lost and damage key to the assignee of the vehicle.
* Make certification for the application of Village sticker as one of the requirements of Village association.
* Securing the Fleet Safety motorcycle Training in all buying Station and sub offices.
* Arranging the (Driver road safety awareness) trainings and seminar to all drivers.
* And other paper works to be assigned by Employee Services Manager.

February 05, 2009 up to January 19, 2010

**CUSTOM REPRESENTATIVE / FAST-TRACT FREIGHT PHILS. INC.**

Manila Philippines

* Arranging the filling system according to the account code.
* Make a concise and detailed data base for the Document filling system which will cover the BPS, Project File, and Accreditation Certificate for the Custom Accreditation Secretariat and Tentative Released for the Valuation and Classification Review Committee.
* Doing the Invoice and Packing list for the Project file and other paper work such as container Guaranty, container deposit & Refund.
* Monitor and file the insurance bond from Manila Insurance.
* File and monitored the entire necessary permit for the operation in the custom department such as Permit to Operate, Phil Port Authority access pass, PEZA Permit, Pass control division and other offices from the Bureau of Custom.
* Processing of documents to the MICP/ATI customs Department such as submitting of manifest, tentative released for the VCRC.
* Doing request for test and sampling of product under the supervision of DTI representative for BPS purposes.
* Filling the bank Guarantee, LC, TR, Draft to the bank.
* Arranging and file of all necessary Permits according to the government agency in-charge for permit such as mayor’s permit for the Client Wilcon.
* Collection and payment of cheque or cash to the customer and shipping agency for container deposit/refund.
* And others work to be assigned by the Operation Managers and President of the company

# Languages

Well-versed in oral and written English and Filipino.

# Personal Information

Sex: Male& Marital Status:Single& Age: 38 years DOB: 2nd September 1979. Nationality / Citizen: Filipino Passport No. EC3935003& Expiry date: 4 April 2020 Relocation: Willingness to relocate both Domestic and International

# Education Background

Course: Computer Software Technology (Postgraduate) 2002 - 2004

 School: International Advanced Technology Education Center

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