

EDWIN BULAWIN ROSITE

Barangay Liberty Hilongos Leyte.

Philippines

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Career Objective:

To be of service to management by giving the best of my capabilities. To work harmoniously with my colleagues as well as with my superiors and to enhance my knowledge, improve my capabilities necessary for the advancement of my career

Professional Field of Experience

Material Controller/Senior Store Keeper / Store Supervisor

Professional Skills (Computer Literate)

Database operation with EIP System, ACONEX, **SAP ERP MM** (*Material Management*) & **WMS** (*Warehouse Management System*). And Oracle's **ERP** (*Enterprise Resource Planning*), Microsoft's SCO Open Server (TM) Smart Term and MS Access. Well versed in all Microsoft Application like MS Word MS Excel Etc.

Knowledgeable in Internet and Email Applications like MS-Outlook.

Software installation like Operating Software, Microsoft Office Applications, Windows XP, Vista W7, Etc.

Computer Hardware Diagnosis and Troubleshooting.

Ability:

- Plan and organize work to meet daily and periodic objectives.
- Guide, instruct and effectively evaluate work activities and the performance of subordinates as assigned.
- Ability to read interpret production documents/schedules, procedure manuals and safety rules.
- Interpret and explain material, supply catalogues and specifications.
- Determine appropriate substitute supplies and materials using cross reference catalogues.

Work Experienced:

February 10, 2019 up to present

ACT Advanced Construction Technologies

Al Gassar Tower West Bay Doha Qatar

Position: Senior Storekeeper & Inventory Officer (Construction Materials & Equipment Spare Part)

Duties and Responsibilities:

- Supervises,assigns,directs,and inspect the work of a moderate-sized group of personnel located in one or more general or specialized distribution centers or centralize warehouses;
- Supervises and participates in ordering,purchasing,requisitioning,expediting, receiving,inspecting,storing, distributing and accounting for materials,supplies,tools,and equipment;
- Audit items to determine rate of use and turnover and determines minimum stock levels and reordering quantities;
- Establishes control procedures to assure the security of warehouse stock and other items located at stores/warehouse location;
- Conducts regular safety inspections and training in safe work practices,storageof hazardous materials,and applicable regulations;
- The inventory officer is responsible for preparing the purchase orders,receiving,storing,issuing the goods,managing the stock level anf giving out the supplies from the stock.
- To undertake the function of stock taking and confirm the periodic stock a regular basis by working closely with the designated staff members.
- To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement.Similarly,he/she ensures that the stock stay physically protected in the warehouses.

November 30, 2015 to 2019

ALYSJ JV Goldlinemetro Project-Doha Qatar
Al- Waab Street, Doha Qatar

Position: Senior Storekeeper (Construction Materials & MEP)

Duties and Responsibilities:

- Controlling the material as per the requirement at site.
- Handling requisition of material from the Engineers needed at site.
- Responsible for all incoming & outgoing of materials (FIFO).
- Coordinates & follow up the procurement concerning the status of materials upon delivery.
- Safeguards warehouse operations and contents by ensuring the established security and safety procedures and protocol operations are followed and reviewed so that changes and/or upgrades can be made when needed.
- Perform data entry in the system both Aconex & EIP L&T).
Conducting quarterly Inventory.
- Handling a proper storage of Chemicals including expiry (COSHH & MSDS).
- Trained in Power tools Safety Awareness Management.
- Reports daily basis to the Head of Stores & Station Manager.
- Notify the Purchasing Dept. where action by the supplier is required.
- Coordinate with Material Engineer and / Project Manager for technical verification of items and associated documentation.
- Prepare all receiving and inspecting documentation.
- Maintain filing system and record for material traceability and control.
Initiate actions to identify and dispose of all scrap material.

August 14, 2013 to November 30, 2015

Joannou & Paraskevaides Ltd. (J&P)

Riyadh, Kingdom of Saudi Arabia

Position: Material Controller / Store Supervisor (M, E & I)

Duties and Responsibilities:

- Supervise material receipt from either vendors or costumers, ensuring safe unloading and placement in assigned storage location.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks
- Creating standard operating procedures for all facets of warehouse management maintains warehouse operational results by coaching and counseling font line supervisor; Monitoring and appraising overall performance; ensure that the coaching and counseling sessions of all employees is documented.
- Carry out initial checks on received materials for verification of items as per Purchase Order, Material Requisition or site Material Request Documentation.
- Coordinate with Material Engineer and / Project Manager for technical verification of items and associated documentation. Prepare all receiving and inspecting documentation.
- Ensure that the material has been stores as per Saudi Aramco and Sabic Standard and MSDS and MTDS.
- Notify the Purchasing Dept. where action by the supplier is required.
- Check Inventory and the condition of stored items at regular intervals.
- Maintain good housekeeping in all stores areas. Issue Material from stores against Material Issue Voucher (MIV) as approved by Project Manager.
- Coordinate with our overseas purchasing department based in Athens Greece for our overseas orders Handles our Inventory System program and prepare vouchers such as
- Material Issue Vouchers (MIV), Direct Issue Voucher (DIV) and Receipt Voucher (REL).



From Oct. 10, 2010 May 15, 2013

Saudi Oger Ltd,

Riyadh, Kingdom of Saudi Arabia

Position: Material Controller/Store Supervisor

Duties and Responsibilities:

- Responsible for the warehouse logistic operation and inventory.
- Maintains shipping, receiving, and transportation operations by initiating, coordinating, and enforcing company policies and procedures.
- Safeguards warehouse operations and contents by ensuring that established security and safety procedures and protocols are followed and reviewed so that changes and/or upgrades can be made when needed
- Controls inventory levels by conducting cycle counts and other physical counts as needed. Ensures that all results are properly reconciled with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts based on peak seasonal requirements and periodically reviewing sales velocity of non-seasonal inventory
- Ensures that all LTL(less-than truck load) and TL customer requirements are meet; ensures company policies for obtaining freight quotes when required are meet and documented for invoice reconciliation
- Coordinate with the safety manager the inspection of equipment and the scheduling of
- Preventive maintenance checks; issue work orders for repair and prepare requisitions for replacement as needed. Replacement as needed.
- Assigned as the Supervisor of local reception section (main store).
- Authorized in signing and processing of important documents such as invoice and purchase orders.
- Prepares Materials Requisitions, Purchase Order and Store Receipts.
- Responsible in Purchase Request of Materials (**PR**) using Oracle's ERP System,
- Verifies receipt of incoming supplies and materials against invoice and purchase order; checks items for damage; notes quantities received and any discrepancies in materials or documentation; exercises judgment in accepting or rejecting damaged or incorrect supplies and materials. Prepares invoices for submittal to ordering Department

Nov. 27, 2007-june 26, 2010

**Nissan Motors Company Saleh Al
Hamad Almanana Co.
P.O Box 91 Doha State of Qatar**

Position: Store Keeper

Duties and Responsibilities:

- Monitoring and assisting condition especially when it comes on decision making and filing up company's quota and target.
- Loads and delivers material and supplies; and performs related duties as assigned
- Receives, logs, stores, monitors and retrieves material in the stock room.
- Compile the records of the supplies, checking the supplies from time to time.
- Record the number and the kinds of supplies, disseminate the supply in its designated area.
- Inspection of Equipment and Material received, and prepare receiving inspection report.
- Generating reports from weekly and monthly inventories.
- Performing a quality control and inspection a work done.
- Creating new parts in the Bins and new location in the system.
- Communicating parts corporate policies, procedures and activities.
- Label each item in order to identify the date of Purchase.
- Recommend new plans to Parts Manager to minimize discrepancy of inventory.

December 2004-2006

**Core Automotive Resources Inc.
2232 Don Chino Roces Avenue
Makati City, Philippines**

Position: Warehouseman/Store Assistant

Duties and Responsibilities:

- Receive and count stock items and record data manually.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses or storage yards.
- Verify inventory computation by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms or other area.
- Mark stock items using identification tags, stamps or other labeling equipment.
- Handling parts picker to locate and pick up the parts and give to technician.

April 2002-2003

**IBM Philippines Inc.
Topy Main Bldg.G/F NE Section, Topy Compd.Economia St.
Brgy.Bagumbayan, 1110 Libis Quezon City**

Position: COMPUTER TECHNICIAN
IBM Parts Repair Center

Duties and Responsibilities:

- Troubleshoots and repair IBM product: 3160 Laser Printer (i.e. EP module, Registration unit, Developer unit, Duplex path etc.)
- Point of Sale Terminals (i.e. model 2,3,4 & Ti2,Ti3)
- Personal Computers, Power Supply, Monitors, Laptop, Hub and other devices.
- Attend internal service calls.

Educational Attainments:

EDUCATION:

COLLEGE : Asian College of Science and Technology
5th Floor Prudential Bank Bldg.
869 Aurora Blvd.Cubao, Quezon City 1009

COURSE : ELECTRONIC AND COMPUTER TECHNOLOGY

SECONDARY : Hilongos National Vocational School Year (1991-1995)

PRIMARY : Brgy.Liberty Elementary School Year (1984-1990)

Personal Details

Permanent Address : Barangay Liberty Hilongos Leyte
Philippines

Age : 41 yrs old

Sex : Male

Marital Status : Single

Date of Birth : March 1, 1977

Place of Birth : Brgy.Liberty Hilongos Leyte

Nationality : Filipino

Height : 5'8

Weight : 68 kgs

Languages Known : English, Tagalog, and Visaya

Hereby certify that all above information is true and correct to the best of my knowledge and belief.

EDWIN B. ROSITE