



ARTURO DAQUER BELLO

Administrative/Logistics Officer



OBJECTIVE

My objectives are to keep on developing my knowledge and skills through constant learning, flexibility in any work environment.

Citizenship: Filipino

Status : Married



Manila , Philippines



Doha, Qatar



+974 504 610 38



arturodaquerbello@gmail.com



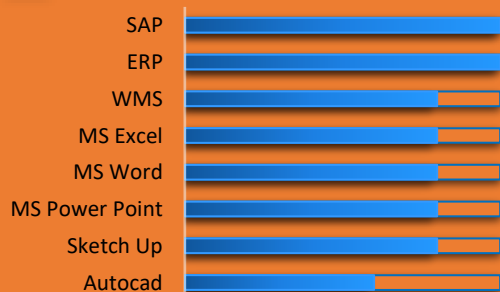
ARTURO DAQUER BELLO



Art.bello



SOFTWARE PROFICIENCY



LANGUAGE

Filipino



English



Arabic



CAREER HIGHLIGHTS

A well experienced Warehouse/Store Supervisor with more than 27 years of total experience in Material Logistics, Warehouse/Store Keeping and Production Control-Material Control industry.

I have been working in the Kingdom of Saudi Arabia for almost 11 years and for State of Qatar 8 years (presently) in various work discipline. Further, I could effectively communicate with people new dynamic ideas and resilient in changing environment of multicultural setting.

Responsible for the supervision of subordinates to meet specific work schedule and objectives. As Store / Warehouse Supervisor supervises daily operation and administration of warehouse facility. Ensure timeless and cost-effectiveness of incoming and outgoing shipments, Items are appropriately marked or tagged for identification purposes, and inventory is accounted for and management.



WORK EXPERIENCE

STORE SUPERVISOR

NOV 2014 - PRESENT

ADVANCE PIPES & CASTS. CO. W.L.L., Doha Qatar

Manufacturing of Reinforce Concrete Pipes, Reinforce Concrete Jacking Pipes

WAREHOUSE SUPERVISOR/ INV. CONTROLLER

JAN 2004 - JUN 2014

SAUDI COMPANY FOR HARDWARE

AL HAMIDI - GROUP OF COMPANIES - Kingdom of Saudi Arabia
Retail & Wholesale

ADMINISTRATIVE/LOGISTICS OFFICER

MAY 1997 - 2003

ELECTRONICS ASSEMBLIES INC.

AYALA - GROUP OF COMPANIES - Philippines
Semiconductor and Electronics Firm

MATERIAL CONTROL STOREKEEPER

APR 1995 - APR 1997

INTEGRATED MICROELECTRONICS INC.

AYALA - GROUP OF COMPANIES - Philippines
Semiconductor and Electronics Firm

STOREKEEPER

JUL 1994 - MAR 1995

FAR EAST LEVINGSTON SHIPYARD - Singapore

Power Floating Power Plant



EDUCATION, ACHIEVEMENTS & TRAININGS

AMA Computer College

1989 - 1993

Bachelor of Science in Computer Science

Manila, Philippines

Employee of the Month Award

JUL 2016

Advance Pipes & Casts Co. Qatar

Warehousing

JAN. 3 - 6, 2004

Training for Saudi Co. For Hardware Riyadh, KSA



KNOWLEDGE AND SKILLS

- Working Knowledge of Logistic / Supply Chain procedures.
- Working knowledge of Warehouse distribution principles.
- Working knowledge of handling hazardous materials controls, regulations, and declarations shipping procedures.
- Working knowledge of 5S Implementation.
- Additional knowledge and skills may be required by driving Forklift and heavy equipment.
- Good Interpersonal skills with an ability to lead and manage others.
- Ability to work under pressure and continuously meet deadlines.



TO WHOM IT MAY CONCERN

Dear Sir/ Madam,

I have taken the liberty to write this letter in expressing my firm interest in joining a growth and oriented organization. As you aware, it is my sincere desire to enhance my career objectives for mutual benefit and to offer my services where I hope to see its fulfillment in your esteemed company.

I have been working in the Kingdom of Saudi Arabia for almost 11 years and for State of Qatar 8 years (presently) in various work discipline. Further, I could effectively communicate with people new dynamic ideas and resilient in changing environment of multicultural setting.

I am applying in your company as **Store Supervisor / Warehouse Supervisor /Admin / Logistics Officer / Inventory Controller/ Storekeeper.**

Should you require for a telephone interview in order to evaluate my depth capabilities and I am willing to come upon receipt of your notice.

Thank you very much for taking the time to read over this application.

Respectfully yours,

ARTURO DAQUER BELLO

Mobile Nos.: +974 50461038 Doha, Qatar

Email Add: artbello1972@gmail.com

ARTURO DAQUER BELLO

Store Supervisor / Warehouse Supervisor/ Admin & Logistics Officer/ Inventory Controller/Store Keeper.

Summary of Qualification and Objective

Responsible for the supervision of subordinates to meet specific work schedule and objectives. As Store / Warehouse Supervisor supervises daily operation and administration of warehouse facility. Ensure timeless and cost-effectiveness of incoming and outgoing shipments, Items are appropriately marked or tagged for identification purposes, and inventory is accounted for and management.

My objectives is to keep on developing my knowledge and skills through constant learning, flexibility in any work environment.

Knowledge and Skills

- Proficient with software application such as **Enterprise Resource Program (ERP)**, Microsoft Dynamics. **System Analysis Program (SAP)**, **Warehouse Management System (WMS)**.
- Working Knowledge of Logistic / Supply Chain procedures.
- Working knowledge of Warehouse distribution principles.
- Working knowledge of handling hazardous materials controls, regulations and declarations shipping procedures.
- Working knowledge of 5S Implementation.
- Additional knowledge and skills may be required by driving Forklift and heavy equipment.
- Good Interpersonal skills with an ability to lead and manage others.
- Ability to work under pressure and continuously meet deadlines.

Experience:

**STORE SUPERVISOR- Advance Pipes & Casts. Co. W.LL Qatar - Nov. 11, 2014 – Present
(AAMAL & LOKMA – Joint Venture) –**

Manufacturing of Reinforce Concrete Pipes, Reinforce Concrete Jacking Pipes.

- Responsible for overseeing the daily operations of the Stores facility.
- Generates work assignment, manages schedules, sets priorities, assign daily task.
- Coordinates and prioritizes activities of Stores employee engaged in receiving, tagging, maintaining, storing, and issuances inventory.
- Ensure inventory is accurate, ensures materials are received, stored, and reported in accordance with established procedure and meet requirements.
- Coordinates and follow-up with purchasing department regarding purchase orders.
- Reconcile inventory write offs, adjust quantities and after third inventory count has occurred.
- Ensure safety of workforce by educating employees on proper procedures and safety guidelines striving to achieve an accident free workplace.
- Perform other duties assigned.

Warehouse Supervisor / Inventory Controller

**Saudi Company For Hardware (KSA) Jan. 01, 2004 - June 2014
(AL HAMIDI - Group of Companies) - Retail & Whole Sale**

- Perform daily physical counts of moving and non-moving items.
- Encodes in the system daily updated transactions.
- Conduct daily housekeeping audit and prepares reports.
- Counter checks MC transactions of direct and Indirect materials.
- Responsible for the received and issuance and monitoring of direct and indirect materials.
- Assists in monthly / year - end inventory.
- Collates data and prepares necessary reports for the section /department.

Administrative/Logistics Officer
Electronics Assemblies, Inc.(Philippines) - May 19, 1997- 2003
(AYALA - Group of Companies) - It is a Semiconductor and Electronics Firm

- Responsible for managing and supporting all the admin & logistics functions for the project and responsibility for ensuring that the organization and policies are being followed and implemented.
- Responsible for the project related procurement as per organization and compliance.
- Prepare necessary documentation and manage complete procurement cycle.
- Prepare,check,collect and submit supporting documents for the payment to finance.
- Ensure that the documents and signatures valid before submission to finance for payment.
- Responsible for maintaining the documents files as per guidelines.

Performance Standard

- Requisition.
 - Request for Quotation.
 - Quotation and Bid Analysis Form.
 - Purchase Order/Agreement.
 - GRL.
 - Invoice.
 - Receipt Acknowledgement on supplier letter head.
 - Procurement Plan
- **Manage Office supplies at field office level**
 - Responsible for the purchase of office supplies.
 - Ensure supplies of stationary for office are always available and replenish as necessary.
 - Facilitate requisition of materials for the replenishment & expedite shipment.
 - Monitor's / analyze materials inventory status needed for production assembly based on the production capacity.
 - Responsible for cycle counting of all moving and non-moving materials.
 - Counter checks Material Control transactions of direct and indirect materials.
 - Assists in monthly and year and inventory.
 - Types and encodes and distributes reports and other documents.
 - Collates data and prepares necessary reports for the section / departments.
 - Monitors and updates record for the section / department.

Material Control Storekeeper
Integrated Microelectronics Incorporated – April 25, 1995 to April 30, 1997
AYALA Group of Companies - Philippines

- Responsible for the receiving, issuance of incoming and outgoing direct or indirect materials to concerned departments.
- Facilitate requisition of materials for the replenishment & expedite shipment, thru follow-ups with purchasing and traffic section.
- Monitor's / analyze materials inventory status needed for production assembly based on the production capacity.
- Responsible for cycle counting of all moving and non-moving materials.
- Counter checks Material Control transactions of direct and indirect materials.
- Assists in monthly and year and inventory.
- Types and encodes and distributes reports and other documents.
- Collates data and prepares necessary reports for the section / departments.
- Monitors and updates record for the section / department.

Personal Information

Mobile: +974 504 610 38 – Doha, Qatar

E-mail: artbello1972@gmail.com

Passport #: **P896781A**-Issued at State of Qatar,
Valid Until - September 30, 2028.

Driving License: **27260815139** - Issued at Ministry of Interior Traffic Dept. State of Qatar

Date of Birth: September 20, 1972.

Place of Birth: Manila, Philippines

Nationality: Filipino

Civil Status: Married

Conforme:

ARTURO DAQUER BELLO