



FRANCISCO FLORES



Al Khazna Street,
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WORK EXPERIENCE

Calgary Trading and Contracting

Channel Sales – Facility Management

Birkat Al Awamer, Qatar
March 2023 – July 2024

- Covert inquiries into confirmed orders.
- Follow up payments for both suppliers and clients.
- Place and track supplier orders, locally and internationally.
- Coordinate closely with project teams on receiving, delivery, and financial aspects.
- Ensure smooth and timely project delivery.

Rumaillah Group - RWE

Maintenance and sales Coordinator

PO Box 2 Doha, Qatar
Mar. 2013 – Nov. 2022

Estimator (Ironmongery)

- Provides office support for all administrative tasks.
- Compile records and organize information about client contracts.
- Received inquiries for new and existing Client.
- Register newly received project and coordinates the execution of scheduled jobs.
- Manage projects from procurement of materials, deliveries, scheduling, invoicing, and payment receipt.
- Request quotations from suppliers and handle supplier orders. Track estimated time of arrival (ETA) for ordered materials. Arrange shipping through courier, airfreight, or sea freight as required.
- Ensure all necessary documents on site deliveries are available (gate pass, delivery note and others).
- Attends department contract meeting to provide updates on project status, issues, pending task and manpower scheduling.
- Provides Ironmongery (hardware) Quotation and Technical Submittal.
- Monitor stock level.

Archirodon Construction Central Facility Yard

Senior Storekeeper

Ras Al Khaima, UAE
Oct. 2012 – Mar 2013

- Inventory management. Maintains and monitors inventories.
- Stock Checks
- Material handling. Responsible for receiving, storing, picking & distribution of materials for offsite (Qatar and Oman)
- Supply chain coordination
- Keeping records, handles Goods receipt, Goods issuance.

Almajdouie Group – Fleet Service Center

Store Supervisor

Area 91, Dammam, KSA
May 2010 – May 2012

- Manages a diverse inventory of 11,000 SKU's for Volvo, Mercedes Actross, Mitsubishi Canter, trailer flatbed and Hyundai spare parts.
- Enhance the existing system by implementing weekly order, stocktake and Barcode system.
- Prepare monthly reports including stocks status, parts returned, material shortage or unserved parts and usage of controlled items.
- Resolve issues reported by the end-user (Logistics and transportation).
- Inventory accuracy through daily cycle counts, stocktake and audits.
- Liaises with drivers, warehouse personnel, end-users and other staff.
- Ensure compliance and posting on EMIS (Enterprise Management Information System) & maintaining proper filling system.
- Manages store KPI's with primary focus on cost control
- Receives reports & monitor the activities of four satellite stores. (Jeddah, Yanbu, Riyadh and Jubail).

ABOUT ME

I am a productive employee with proven experience in Sales, Administration, Procurement, Accounts, Logistics, Storekeeping, Documentation, Estimation, and Coordination.

My Career Journey includes:

- ✓ Maintenance and Sales Coordinator: 12 years
- ✓ Ironmongery Estimator: 12 years
- ✓ Inventory Management / Logistics / Procurement: 18 years

DRIVING LICENSE

- ✓ With Qatar Driving License

PERSONAL DETAILS

Date of Birth
24th January 1978

Nationality
Filipino

Marital Status
Married

EDUCATIONAL BACKGROUND

Bachelor of Science in
Commerce

Major in Management

Laguna College
Philippines
Year Graduated: 1998

CERTIFICATION AND TRAINING

- SAP Training User's R4.7 - Philip Morris Philippines Mngf inc. (2006)
- Advanced SAP Training – Philip Morris Philippines Mngf. (2006)
- Dimensional and Metrological Training - Philip Morris Philippines Mngf inc. (2006)
- Emergency and Response Team (EHS) Member - Philip Morris Philippines Mngf inc. (2004-2006)
- 5 S' Housekeeping procedures - Kaizen Management System, INC. (2005)
- Chemical management system - Philip Morris Philippines Mngf. Inc (2005)
- Advanced Excel - Philip Morris Philippines Mngf inc. (2002)

SKILLS

FUNDAMENTAL KNOWLEDGE IN IRONMONGERY

MS OFFICE

BARCODE SYSTEM

ERP SYSTEM (EMIS, SAP R3, SAP R4.7)

ADMINISTRATIVE

SALES

CAN OPERATE FORKLIFT

DECISION MAKING

DETAIL-ORIENTED

ORGANIZATIONAL SKILLS

DEDICATED

WORK EXPERIENCE

Rumaillah Group – RWE

Project and Sales Coordinator

PO Box 2 Doha, Qatar
Nov. 2007 - Jan. 2010

- Provides administrative support across various departments (sales, accounts, logistics, store)
- Act as a point of contact for internal and external communication related to projects and contracts.
- Assists in registering projects and contracts.
- Monitors and updates project status including deadlines and delivery schedule, tools, equipment and payments.
- Prepare Technical submittal related to ironmongery.
- Respond to inquiries and provide quotations for short projects.
- Manage orders with supplier, track ETA and coordinate shipment.
- Coordinate the delivery of materials from store to client site.
- Maintain project records including contracts, material list, orders, deliveries and invoices.
- Monitors current stock level.

Philip Morris Phil. Manufacturing Inc.

Senior Storekeeper

First Philippine Industrial Park
Oct. 2002 – Dec. 2007

- Receives and stores spare parts in a designated location.
- Issues spare parts to the end users across various departments (Manufacturing, Engineering, Logistics and Operations).
- Analyzing usage and preparing reports.
- Maintains accurate inventory.
- Keep track of KPI's based on inventory management policies.
- Facilitates material creation in SAP system.
- Monitor 15,000 SKU's
- Encodes transaction in SAP, averaging 50 issuances per shift.
- Handle stock movement within the facility using material handling equipment (e.g. hand pallets, stackers).
- Performs daily validation of item received and issued.
- Drives continuous process and work improvement

Masuda Philippines Inc.

Production Planning Inventory Controller (PPIC)

Philippine Economic Zone
Authority (PEZA)
Jun. 2001 - Oct. 2002

- Prepare deliveries for sub-contractors.
- Receives and inspect deliveries from sub-contractor.
- Processes PEZA (Philippine customs) documentation for all outgoing deliveries.
- Maintain stocks and Monitor Inventory.
- Receive and release raw materials as per production requirement.
- Prepares Purchase Request (PR's) of raw material and follow up delivery from supplier

Shinih Philippines Inc.

Production Planner / Coordinator

Las Piñas City, Philippines
Apr. 2000 – Sep. 2000

- Prepares weekly production plans and monitor production output.
- Maintains stocks level.
- Manages the inventory of warehouse materials.
- Coordinates the delivery Dispatching and Receiving.
- Prepares and follow up PO's. for materials and Supplies
- Prepares and analyzes, production report, delivery report and inventory report.

Mina Oil Mill Corporation

Warehouse Coordinator

Laguna Philippines
Feb. 1999 – Apr. 2000

- Maintains production file and records of deliveries and receiving.
- In charge in incoming and outgoing deliveries.
- Assist in production clerical task
- Manage all billings within the plant including petty cash reimbursement.
- Monitor and release checks to their corresponding payee.
- Monitors employee's daily time record.
- Prepares daily monitoring of stock inventory using "Sounding system".
- Directly reporting to the General Manager on operational activities.

Quimson Foods Inc. (Dunkin Donuts Laguna)

Counter Crew

San Pablo City, Philippines
Jun. 1997 - Nov. 1998

- Counter sales Crew