

Edwin Dela Peña

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Address: Madinat Khalifa North Doha, Qatar

Date of Birth: September 19, 1975

Gender: Male

Civil Status: Married

Citizenship: Filipino



Skills

- Warehouse Software System
- Utilization Reporting
- Order Picking and Processing
- Ordering Supplies
- Receiving Shipments
- Knowledge using ERP System

Work Experience

Purchasing/Procurement/Storekeeper

Cairns Technology Group - Doha

2019 to Present

- Improved supplier relationships through regular communication, timely payments, and transparent dealings.
- Enhanced warehouse efficiency by streamlining inventory management processes and implementing organizational systems.
- Reduced order processing time by effectively coordinating with team members to pick, pack, and ship products quickly.
- Increased accuracy in order fulfillment through diligent attention to detail and double-checking of product information.
- Maintained a safe work environment by adhering to safety protocols and regularly inspecting warehouse equipment.

Warehouse Staff Forklift Operator

Early Learning Center - Doha

2011 to 2019

- Maintaining good housekeeping, strictly follow the cleaning daily schedule and keep the working area clean. Ensuring the safe loading and unloading of goods & inform if any damage found. Receiving products as per invoice and delivery note and palletize it individual SKU. Ensuring the safe packing of materials. Ensuring that the Stock Orders and Allocations are picked within stipulated time without any error. Completes deliveries by driving truck or van to and from vendors.

Warehouse Staff

Sun Yam Textile – Changwa, Taiwan

2008 to 2010

- Preparing orders by processing requests and supply orders. Packing boxes. Placing orders in delivery area. Assist shipping and receiving. Unloading trucks and checking in merchandise.

Warehouse Team Leader

Scad Services Pte Ltd - Rosario, Cavite, Philippines

2001 to 2007

- Supervising employees working in a warehouse. Hiring and training staff, monitoring employees' performances, assigning tasks.

Flexo Operator

Steniel Manufacturing Corp. - General Trias, Cavite, Philippines

1995 to 1998

Education

Automotive, Electronics, Refrigerator and Aircon Technician

The Sisters of Mary School

1991