



# Ramie Moises

Logistic Supervisor

## My Contact

✉ ramiemoises@ymail.com

☎ +974 31662794

📍 Ain Khalid , Doha, Qatar

## Expertise

- Coordination abilities
- Transportation activity management
- Document preparation
- Shipping documentation
- Inventory Management procedures
- Warehouse and Fulfillment

## Language

Spanish

English

## Education Background

- Saint Joseph College , Philippines  
*BS in Commerce Major in Management*  
2003 - 2007
- Canlaon National High School  
*Negros Oriental, Philippines*  
*Secondary*  
1998 -2002

## About Me

Methodical Logistic Supervisor bringing 14 years of experience in GCC countries ,West Africa and Philippines.

In dealing with variety of issues, I am meticulous, resilient and adaptable. With a team-oriented mentality and a commitment to customer satisfaction and business needs. Systematic Logistic Supervisor with 14 years experience coordinating business warehouse supply, shipment, inventory paperwork, transportation, distribution and logistics.

## Professional Experience

Pan Home , Qatar | **Logistic Supervisor**

2017 – Present

- Trace, track and expedite loading/unloading storing processes
- Create and maintain store staff and customers to ensure timely delivery of goods
- Interact with third-party logistics service providers
- Maintain communication with warehouse staff to ensure proper working order
- Analyzed client orders and deadlines with available driving personnel to plan and execute assignments. Directed team activities by establishing task priorities and providing guidance.
- Collaborated with internal teams to coordinate shipments between multiple locations.
- Resolved any issues or discrepancies related to product delivery or receipt in a timely manner.
- Ensured accurate completion of customs documents for international shipments as required by law.
- Coordinate deliveries for repaired or returned items
- Maintained records of damaged goods, backorders and applicable regulatory reporting.
- Ensure that the warehouse has sufficient space for incoming deliveries
- Ensure that all items are correctly numbered and tagged



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## Professional Experience

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Ventage Group S.L , Equatorial Guinea, Africa |

### **Warehouse Assistant / Coordinator**

*Dec. 2013 - Dec. 2015*

- Rotated stock, placed new orders and inspected shipments, coordinating materials management throughout every stage.
- Planned workflow, coordinated employee scheduling and assigned duties to maintain performance and accommodate fluctuating workloads.
- Informed upper management or department heads of items loaded or problems encountered.
- Examined freight to determine loading sequences.
- Documented actions by completing forms, reports, logs and records.
- Prepared outgoing orders by picking items according to customer requirements while ensuring product quality is preserved throughout transit process.
- Stacked and stored pallets in proper locations to keep warehouse clean and organized.
- Managed daily operations of the warehouse including receiving, storing, sorting and dispatching goods.
- Received, tracked and monitored incoming shipments to ensure timely delivery of goods.
- Verified product inventory reports by comparing logs and reports and adjusting entries.

Humanlink Management and Services, Inc.

Total Integrated Globe Employment Resources, Inc.

Boardwalk Business Ventures, Inc.

Automatic Appliance Center Inc.

Star Appliance Center Inc.

*April 2008 - December 2013*

Philippines

### **Customer Service Assistant / Warehouse Clerk**

- Receiving delivery items from the mother branch
- Making daily inventory report
- Receiving order request from client
- Assists in helping customers in actual and phone orders by writing and confirming the ordered merchandise.
- Checking of the actual return item and system verification
- Replace damaged or missing products.
- Checking and releasing of the items to the customers
- Encoding sales report
- Provides assistance in case encoding clerks are absent
- Item display assistance with the Officer-in-charge
- Preparing items for releasing and distributions to branches nationwide