

*Can join immediately with NOC***POSITION: Storekeeper****LORENZO REYES BENTULAN**

Current address: 820 Malik Bin Anas Street, Bldg. 55, Old Salata, Doha Qatar

STOREKEEPER: 5 Yrs. / ADMIN STAFF: 6 Yrs. / BMS OPERATOR: 2 Yrs. / TECHNICAL SUPPORT: 4 Yrs.

WORK EXPERIENCES**POSITION: STOREKEEPER****DURATION: JAN. 2019–JUNE2024****COMPANY: AL HITMI FACILITY MANAGEMENT****INDUSTRY: SERVICE PROVIDER****COUNTRY: QATAR****DEPARTMENT: ADMIN SUPPORT****DUTIES AND RESPONSIBILITIES:**

- Check to ensure completeness of details are written on the stock withdrawal forms and maintenance assessment reports with the approval of the facilities manager before handing over parts and materials
- Carry out always the following procedures before accepting deliveries from suppliers and purchaser in-charge;
 - Visual inspection of spare parts, tools and consumables to spot any possible defects, discrepancies and expiration date validity
 - Count and check on an item-by-item basis all items on hand to ensure correct quantity and spare parts specifications as per the same details specified on the Local Purchase Order
- Coordinate with suppliers for possible replacement of defective items, parts with specification discrepancies and incorrect quantities that are found during delivery
- Check conditions and functionality before receiving tools and equipment from technicians to confirm their accountability in handling their borrowed tools/equipment
- Conduct regular cycle counts and reconcile them with the system records
- Prepare for purchase list in a timely manner to replenish stock levels based on inventory restock level, demand forecast and consumption patterns.
- Maintain the following records regularly to ensure in/out of tools and materials are always properly documented;
 - Consumable/supplies withdrawn list
 - Tools issuance record
 - Tools borrower list
 - Asset cancellation or disposal record
- Encode stock withdrawn and stock-in into the inventory system to ensure stock levels are always current and also to keep track of parts movement
- Perform regular consumables rotation process to avoid stock loss due to expiration
- Arrange materials in an organize and secure manner for easy search and to avoid untoward accidents from happening
- Secure and close doors always during and after duty hours to avoid unauthorized entry of the premises
- Clean always store premises to ward off unwanted insects and rodents

POSITION: DATABASEINCHARGE/ADMIN STAFF**DURATION: JUNE2011–OCT. 2017****COMPANY: AL HITMI FACILITY MANAGEMENT****INDUSTRY: SERVICE PROVIDER****COUNTRY: QATAR****DEPARTMENT: ADMIN SUPPORT****DUTIES AND RESPONSIBILITIES:**

- Configure, manage and maintain Computed Aided Facility Management System (CAFM Explorer) to ensure the database is accurate and properly updated
- Answer phone calls from tenants and encode maintenance complaints into the system to ensure calls are recorded accordingly
- Put hard documents and hard copy files into their respective files folder

- Save soft copy and scan copy of all the documents in their respective folder directory in the main server
- Oversee helpdesk operation to ensure all received tenant maintenance concerns are properly logged, generate work orders, and issued swiftly to technicians/contractors

POSITION: BMS OPERATOR**DURATION: JULY 2009–JUNE 2011****COMPANY: SAUDI OGER LIMITED****INDUSTRY: SERVICE PROVIDER****COUNTRY: SAUDI ARABIA****DEPARTMENT: MAINTENANCE****DUTIES AND RESPONSIBILITIES:**

- Monitor and operate the building management system to ensure and verify these conditions;
 - Ensure all equipment is running in auto mode
 - Plumbing system components running normally
- Make system adjustments to satisfy space temperature and building pressure requirement
- Carry out system commands as requested by the HVAC, plumbing, and lighting technician
- Acknowledge system alarms regularly and initiate rectification procedures to resolve critical issues
- Prepare daily activity, weekly maintenance reports, system deficiency items reports, and trend logs on demand

POSITION: TECHNICAL SUPPORT ENGINEER**DURATION: OCT. 1996-APRIL 2000****COMPANY: ACIDSOFT ENGINEERING PHILS.****INDUSTRY: SERVICE PROVIDER****COUNTRY: PHILIPPINES****DEPARTMENT: TECHNICAL****DUTIES AND RESPONSIBILITIES:**

- Coordinate and work along with other technical support personnel for the following;
 - Local area network structured cabling and patch panel installation
 - Setup operating system and office systems software
 - Troubleshoot and rectify network communication problem
- Provide on-site training to clients with application systems and Microsoft Office system software
- Prepare recommendations about purchases of technology resources
- Provide over-the-phone and on-site support to clients with issues associated with information technology

COMPUTER SKILLS

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| • Microsoft Excel | • Microsoft Access | • Bright ERP System |
| • Microsoft Publisher | • Microsoft Outlook | • Window 97, 98 and 10 |
| • Microsoft Word | • Microsoft PowerPoint | • Adobe Photoshop |

CERTIFICATE/TRAINING/RECOMMENDATION

<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>COMPANY</u>
Database Team Leader	Qatar	Al Hitmi Facility Management
Working Safely	Qatar	Enertech Qatar
ALERTON Technical Training	Saudi	Saudi Oger Limited
BMS Operator	Saudi	Saudi Oger Limited

SPECIAL SKILLS

Business cards, flyers, folder labels, stickers, certificates, logo designing, organizational charts, flow charts, forms, photo editing

EDUCATION**FIELD OF STUDY: BACHELOR OF SCIENCE IN COMPUTER ENGINEERING****PERSONAL BACKGROUND**

AGE: 52 YEARS OLD	CIVIL STATUS: MARRIED	HEIGHT: 5'8"
RELIGION: ROMAN CATHOLIC	WEIGHT: 78 KGS	CITIZENSHIP: PHILIPPINES