

**JIMMY M. PAPELERAS**

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**OBJECTIVE**

*To be part of a progressive and highly dynamic company and undergo continuous learning process that will develop my knowledge and capabilities in the field of Spare Parts Advisor, Warehousing, Procurement, and Logistics.*

**WORK EXPERIENCE****BAHAR AL SUWAIQ (Al Zain bottled water)**

Barka, Oman.

May 05, 2022 – April 30, 2024

**Senior Supervisor**

- Conduct daily meeting with warehouse personnels regarding salesman loading request, inventory reports, vehicles routes, vehicles preventive maintenance and other warehouse activities.
- Supervise and monitor daily routine of wareh personnels on loading bottled water by pallets in delivery trucks as per salesmen request.
- Supervise and monitor unloading of bottled water by pallets from trailer to warehouse.
- Update inventory transactions in and out thru Odoo system (Delivery Note).
- Ensure accuracy of inventory, physical stocks against system stocks.
- Coordinates with sales supervisor for client's orders for stock allocation.
- Coordinate with main factory storekeeper for stocks requests and transfer.
- Daily submission of transactions reports to general manager.

**AI HAEL CERAMICS**

Sur, Oman

December 05, 2018 - April 20, 2022

**Warehouse Supervisor**

- Achieve high level of customer's satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
- Measure and report the effectiveness of warehousing activities and employee's performance.
- Organize and maintain inventory and storage area.
- Ensure shipments and accuracy of inventory transactions.
- Communicate job expectations and coach employees.
- Determine staff levels and assignment of workload.
- Interface with customers to answer questions or solve problems.
- Maintain stock record, documentation, and utilize reports to project warehouse status.
- Identify areas of improvement and establish innovative work procedures and practices.
- Confer and coordinate activities with other departments.

**JUMA AL MAJID GROUP**

**Dubai, UAE**

**August 20, 2017 – October 30, 2019**

**Sales Executive – Auto Service & Parts / Hyundai & Kia Workshop**

- Accommodate customers by understanding their parts requirements and guide them on the best options available to perform their purchase.
- Handling incoming and outgoing phone calls to sell parts and customer service.
- Prepare quotations on required parts. Check the availability and arrange the goods from branch or from supplier and initiate procurement request.
- Marking the lost sales and report to the branch in charge.
- Prepare the invoice for the available items and to make sure that payment is done at the counter.
- Promote sale of accessories with all customers to increase sales and the target.
- Manage to maintain customer's satisfaction.
- Maintain customer order history records and resolve issues to close the order.
- Purchasing the parts from main warehouse or other branches.
- Maintain all files in an organized manner.
- Check and follow up the manual invoice to be closed in the system once the problem is finish.

**FALCON PROFESSIONAL KITCHEN LLC**

**Dubai, UAE**

**February 28, 2016 – July 2017**

**Storekeeper**

- Oversees and administers the operations of a store. Receives, identifies and verifies merchandise. Provides information to and assists customers.
- Maintains inventory. Uses SAP as inventory management software. Prepares purchase requisitions for the replacement of stock. Contacts suppliers or searches catalogues to determine price and additional details concerning new items.
- Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc. Prepares monthly reports for inventory and stocks replenishment.
- Communicates with Procurement & Service team in order to identify as stocks or for client disposal.
- Oversees the delivery of merchandise following an established schedule and coordinates special deliveries by transmitting the necessary details to concerned department.
- Maintains equipment and instruments. Ensures cleanliness of work areas

**Spare Parts Advisor**

- Achieved sales targets according to plan.
- Performed sales volumes in designated area.
- Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions
- Handling and providing prices for telephonic enquiries
- Prepare sales orders, invoices and delivering parts
- Receive payment or obtain credit authorization.
- Offer customers for alternate model or modification of parts in replacement of unavailable items.
- Examine returned or defective parts and ensure exchange/refund if deemed necessary.
- Conduct stock inventory.

**BAHRAIN NATIONAL GUARD الحرس الوطني (Technical Support Dept.)**

**Al Riffa, Bahrain**

**January 13, 2010 – January 31, 2013**

**Warehouse Supervisor; Procurement Staff; Spare Parts Advisor; Service Advisor**

**BAHRAIN NATIONAL GUARD الحرس الوطني (Technical Support Dept.)**

**Al Riffa, Bahrain**

**Promoted to Assistant Manager**

**February 01, 2013 – January 31, 2016**

- Strict implementation and monitoring of policies and procedures set by management regarding proper handling of goods; incoming and/or outgoing.
- Continues usage of EPC (Electronic Parts Catalogue) as Spare Parts Advisor.
- Oversees that spare parts, accessories, batteries and tires are well used and fixed after issued to technicians as Service Advisor.
- Responsible in monitoring and controlling all spare parts (weapons and vehicles) and consumable materials which are located in warehouse / hangar that being supplied to both civilian and military personnel
- Responsible for checking proper documents of incoming goods (Invoice / Delivery Note).
- Responsible for Checking of proper documents of outgoing goods (Material Request with authorized signature of military officers).
- Responsible for allocating all materials and goods to their proper locations.
- Responsible in issuing vouchers for issued items thru GP Smart System.
- Conducts weekly inventory count for fast moving items for weekly report and ordering.
- Conducts annual inventory count with other warehouse staffs.
- Responsible for direct contact with the suppliers thru phone/email/actual visits for ordering; quotation request; contract review; and discounts.
- Direct reporting to the military officer dept. head for all ordering, contract review of suppliers if possible; documents approval and suggest more Improvements for our section.
- Maintains good housekeeping.

**EBRAHIM K. KANOO (B.S.C.) Toyota / Lexus, Bahrain**

**Manama, Bahrain**

**October 6, 2005 – June 30, 2009**

**Spare Parts Advisor**

- Responsible in receiving orders from walk-in customers and fleet / bulk customers.
- Responsible in preparing quotations requested by insurance companies; automobile garage; and fleet / bulk customers.
- Responsible in receiving Local Purchase Order Docs and preparation of invoice for insurance comp.; automobile garage; and fleet / bulk customers.
- Analyze spare parts, accessories, batteries and tires using Electronic Parts Catalogue System and invoicing using Oracle System.
- Responsible in ordering of non-available parts requested by customers using on-line ordering system.

**Special Function:** Visiting automobile garage and fleet / bulk customers for introducing new products.

**JIDECO Manufacturing Philippines Incorporated (JMPI)**

**Malvar, Philippines**

**June 16, 2001 – Feb 28, 2005**

### **Warehouse Group Leader**

- Strict implementation and monitoring of policies and procedures set by management.
- Suggest policies and procedures at Warehouse with set targets and objectives and formulate action plans for the attainment of goals.
- Ensure the completeness of parts as per production schedule and supports assembly line on time.
- Coordinate with Production Planners, Parts Requisitioner, Quality Inspectors, Production Engineers, and Receiving Section to ensure a smooth flow of production
- Ensure that all documents used in preparation and delivery was properly endorsed to end-user with acknowledgement signatories.
- Follow up, informs and expedite all concerned group regarding problems may arise such as unavailable parts, short delivery, and other issues that may affect the operation.
- Ensure 100% inventory accuracy of parts.
- Produce Inventory Summary Report for the generation of Purchase Order (P.O.)
- Performs Safety Audit on warehouse plant and give safety precautions to all warehouse personnel.
- Ensure that all stocks are secured to prevent cases of theft, pilferage, damage and premature deterioration cause by water, moisture and others.
- Responsible in daily Forklift operation especially in receiving and issuance of parts.
- Strict implementation of 5S standard in workshop.
- Special Function: Provides training of newly hired warehouse personnel.

### **SEMINAR'S ATTENDED**

|                 |   |
|-----------------|---|
| April, 2006     | - Creative Selling Skill (Bahrain)          |
| December, 2004  | - Fire Safety and Drill Program             |
| July, 2004      | - Warehouse Operation and Management        |
| March, 2004     | - People Effectiveness Program              |
| February, 2004  | - Effective Stress and Time Management      |
| January, 2004   | - Inventory Control Systems                 |
| November, 200   | - Safety Awareness Training Occupational    |
| Hazards         |   |
| October, 2003   | - Team Bonding Workshop                     |
| September, 2003 | - Forklift Operation and Maintenance        |
| August, 2003    | - Fundamental of Supervision/Leadership     |
| Training        |   |
| April, 2003     | - Industrial First Aide Training/Basic Life |
| Support         |   |
| September, 2002 | - QS9000 Awareness Seminar                  |
| September, 2002 | - Kaizen (Continuous Improvement) Seminar   |
| February, 2002  | - Forklift Operation and Maintenance        |

### **EDUCATIONAL ATTAINMENT**

**Tertiary:**  
**Engineering**  
1992 - 1993  
Philippines

**Bachelor of Science in Mechanical**

Mapua Institute of Technology, Manila,

**Secondary:**  
1988 - 1992

**St. Michael College of Caraga**  
Nasipit, Agusan del Norte, Philippines

**Primary:**  
1982 - 1988

**St. Francis School**  
Sta. Ana, Manila, Philippines

### **SKILLS**

- Electronic Parts Catalog; AS400; Oracle; MS Smart GP; SAP Inventory Management
- Know how to drive forklifts and other lifting machines. (Certified)
- Knowledge on Logistics Operation
- Kaizen
- Windows, MS Excel, MS Office
- Can speak and write basic english comprehension
- Can speak basic arabic comprehension

**PERSONAL DATA**

|                |              |
|----------------|--------------|
| Age:           | 51 years old |
| Date of Birth: | May 16, 1974 |
| Civil Status:  | Married      |
| Height:        | 5'7"         |
| Nationality:   | Filipino     |
| Religion:      | Islam        |