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## SUMMARY

Organised Warehouse Supervisor with strong leadership skills and proactive approach to problem-solving. Proven ability to manage inventory systems, streamline operations, and enhance team productivity. Demonstrates strong communication and collaboration skills to maintain smooth logistics and meet company goals. Committed to maintaining high standards of safety and efficiency in all warehouse activities.

## SKILLS

- Warehouse Management
- ITS (Integrated Trading System)
- Forklift Operator
- Driver
- Machine Operator
- Microsoft ERP System 365

# Paul Bryan Castañeda Engay

## EXPERIENCE

March 2021 - August 2025

**Warehouse Supervisor International Construction Solutions |**  
Doha, Qatar

- Company Overview: General & Wholesale Trading
- Monitor daily attendance of warehouse staff and report for absence/sick leave.
- Coordinate with Accommodation supervisor for request to repair and requisitions for replacement if needed in warehouse and staff accommodation.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Make sure that waste and garbage are disposed regularly from all the warehouses.
- Plan the vacation leave of all warehouse staff.
- Coordinate and submit to Logistic Manager regarding the inventory reports.
- Daily monitoring and updating the kilometer run of all warehouse delivery vehicle.
- Process the renewal of istimara for all our warehouse fleet and report for the problem/repair related issues.
- Coordinate with HR department regarding warehouse staff concern and request.
- Contributes to team effort by accomplishing related results as needed.
- Review and check discrepancy report of perpetual inventory conducted by our storekeepers and submit to Logistics Manager.
- Prepare the petty cash voucher of warehouse team to be submitted at accounts department every month.
- Monitor warehouse equipments, forklift, pallet trucks, vehicles and report if there is problem or concerns.
- Check daily routine of warehouse staff if being executed properly and smoothly.
- Follow-up for any pending task and coordinate to concern departments. (SAV, Pending for invoice, MMR, AND other issue)
- General & Wholesale Trading

December 2010 - November 2018

**Storekeeper Qatar Trading Company | Doha**

- Company Overview: General & Wholesale Trading
- Receive stocks delivery.
- Schedule delivery for various clients and projects.
- Manage storage of construction equipment and cleaning equipment such as bosch powertools and accessories, karcher equipments, hazet tools and equipment, snap-on, kawasaki, usag, etc.
- Update daily transactions report.
- Report to immediate superior for daily monitoring of warehouse transactions.
- Conduct inventory of stocks.

- Manage and assign daily routine jobs for warehouse helper.
- General & Wholesale Trading

July 2007 - July 2010

**Operator Unimicron Technology Corporation** | Sinfong, Hsinchu, Taiwan R.O.C.

- Company Overview: Manufacturing / Production
- Perform daily maintenance routine check-up for water treatment system, for proper working condition and cycle.
- Operate forklift for unloading sludge from sludge filter machine.
- Assist facility engineers in repair, check-up, and maintenance of Water Treatment System.
- Calibrate water ph sensor everyday to check if working properly, replacing if necessary.
- Manufacturing / Production

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## LICENSES / CERTIFICATIONS

- 2018-11-28, Philippine Driver's License, DL CODE - B,B1,B2, E09-18-004473
- 2011-08-09, Qatar Driving License, Light Vehicle, 28160812763
- 2009-10-19, Forklift License, Taiwan, 974415

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## EDUCATION

03/2001

**Bachelor's / College Degree** | Computer Hardware Technology II  
Data Base Technology Computer School

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## LANGUAGES

English:

Filipino:

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## CUSTOM SECTION

Passport, P6288544A, PE DOHA, 2028-03-04