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JEVY VILLANUEVA

OBJECTIVE: Applying for a full-time job in which, I can actively contribute & continuously learn, improve and gain experience.

SKILLS & SPECIFICATIONS: 29 years of experience of effectiveness management warehouse systems ensuring warehouse function efficiently skill with knowledge in software in Microsoft Word, Excel, Outlook, Oracle (RealPro), Discos 1 and Discos 2 inventory system + SAP, forklift, driving trains in Doka Dubai (Warehouse and Yard Procedure), Problem-Solving, Adaptability, Collaboration, Strong Work, Ethic, Time Management, Ability to work unsupervised and under pressure, good team player, Excellent customer service, Patient character, and Friendly. Safety officer and fire Marshall

PROFESSIONAL EXPERIENCES:

Production Supervisor (WSD)
Urbacon Trading and Contracting
(October 2023 - February 2024)

- Daily operations management oversees day-to-day production activities, ensuring seamless operations and timely completion of tasks.
 - Supervision and management oversee the daily activities and operations within the yard, manage and supervise yard staff, including scheduling and assigning tasks.
 - Manage and track inventory levels of materials, equipment, or products in the yard.
 - Plan and organize the layout of the yard for optimal efficiency.
 - Coordinate the movement of goods, materials, or equipment within the yard.
 - Maintain effective communication with other departments, suppliers, and customers.
 - Address and resolve issues or concerns raised by yard staff or stakeholders.
 - Keep accurate records of yard activities, transactions, and inventory levels.
 - Prepare reports of key performance indicators such productivity and efficiency for works.
 - Address and resolve issues or challenges that arise during daily operations.
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- Implement solutions to improve overall yard efficiency.

ASSISTANT WAREHOUSE MANAGER

DOKA FORMWORKS, 2ND GATE LIGHT INDUSTRIAL AREA, MESAIEED, QATAR

(November 2009 September 2023)

- Overall, In- charge for daily yard operation (delivery, client returned, and reconditioning section).
- Reporting directly to Warehouse Manager.
- Assigned yard personnel for their daily worked flow in (preparation, return, repairing inspectors) and other yard related works.
- Coordinate with the commercial department for daily delivery and receiving always and exchanging information from them always.
- Well maintained items are properly checked and inspected according to standard packaging procedure and ensure that all quantity and items are correct before putting on the stock.
- Making strategies of plans for quicker time of delivery on the site.
- Ensure safety and secure the quality and quantity material before and after the delivered material.
- Providing information to clients on the schedule of delivery on the site for their knowledge.
- Supervised the delivery team when loading the materials on the trailer to be calculated according to weight rules of the road.
- Provide information to the delivery driver, the location and contact person on the site and keep in touch always for fast delivery.
- Rented return materials are to be done in process line of reconditioning and well inspected and clean according to the standard classification (quantity, good, repair, or damage) of every item before returning to stock.
- Random checking for all the items is based on company software and in actual yard stock.
- Non availability stock items are to be processed by ordering in branch or it will do in repairing section.
- Maintain optical appearance of a well-managed stock yard.
- Ensure that the yard is maintained in proper position according to the classification of the items or structure.
- Keep maintain and organized for better and easier access for the forklift or other service vehicle.

SENIOR STOREKEEPER/ PURCHASER/ SUPERVISOR (MECHANICAL WORKSOP, INFRA.)

BILFINGER BERGER, DOHA, QATAR

(July 2008- November 2009)

- Responsible for running Technical Store (receiving, issuance, ordering and direct purchased).
- Performs a wide range of duties in the development, mechanical store, and implementation of store procedure.
- Monitor and recording in and out equipment for service and repair in motor pool.
- Purchasing spare parts for heavy equipment and other consumables.
- Supervise and team leader of motor pool and fabrication works shop.
- Analyze, identify problems, and recommend solutions.
- Monitoring heavy equipment and other construction equipment from job site
- Responsible for documentation of construction & heavy equipment and fleet numbers accounted and entries.
- Adequate quantities of all controllable spare parts items of store on hand, readily available in good condition with consumption and use controlled and cost accountable.
- Handle the task of infrastructure store (receiving, issuance and ordering materials).

- Monitoring of all ordering of spare parts quality items the best price from approved purveyors, based on forecasted needs.
- Monitor all items for fast moving and slow-moving spare parts of the store.
- Documentation of items received and released as per approved request. Store entry of all transactions made as per standard procedure. Maintaining an up-to-date database entry.
- Conducting physical inventory system
- Data encoding and office works.

SENIOR STOREKEEPER (MAIN STORE)

FAMA HOLDING CO. SUNSET BEACH, AL KHOBAR K.S.A

(May 2002- June 2008)

- Setting up and running the Main Store for stock control system.
- Verification of all transaction at site of main stores and ensuring accounting accuracy of all entries (Store Receiving Report, Material Issuance Report)
- Ensure that all items out of the Main Store are properly accounted, recorded, and documented. stock receipts are put away in the proper location.
- Monitoring and replenishment of stock items that have already reached the re-order level.
- Ensure that adequate quantities of all controllable spare parts items of main store on hand, readily available in good condition with consumption and use controlled and cost accountable.
- Established effective ordering procedure to obtain the highest quality of spare part items at the best price from approved purveyors, based on forecasted needs.
- Established procedure for receiving items of specified quality, quantity and price as well as ensuring proper invoice auditing and processing.
- Receive approved Materials requisition and issues slip (MRIS) and check Oracle Program (ICON) for availability of materials or spare parts/ raise purchase request (PR) if spare part is not available in the store.
- Upon receipt of new spare part stock item, refer to Oracle Program (ICON) for creation of Store Receiving Entry (Control Number Master). Add and create for his category.
- Conducting physical inventory system.
- Proper storage and documented for disposal materials.
- MS Office Words & Microsoft Excel & Access
- Secretary work which includes filing and making reports to head of department.
- Good housekeeping and an absolute must in a warehouse for the safety procedure and everything is in its place.
- "Best employee" awarded month of January 2006

ENGINEERING STOREKEEPER

AMS BAESHEN & CO., JEDDAH K.S.A

(1997- 2001)

- Responsible for all spare parts stock for (mechanical, pneumatic, hydraulic) & capital equipment's records and location.
- Responsible for ordering, receiving, storing, and distributing supplies equipment and materials.
- Received and inspected the goods as per Purchased order (quantity, damage, shortage, etc.) against delivery note or invoice paper.
- Maintain inventory records and control records for accountability and balances on hand, solving all discrepancy problems (e.g., issues I.D charges, calculates prices, makes ordering decisions, etc.)
- Establishes minimum and maximum stock levels, modifying and adapting guides for effective acquisition, handling and storing of items to maintain adequate stock on hand.
- Develop and maintain systems for physical storage and inventory/cataloguing.

- Distributes and supervises storage and transport of corrosive, explosive flammable, or toxic chemicals.
- Responsible for safety and security of stores facilities and may serve on departmental safety committee and other committees as assigned.
- Required instructing users in the safe handling, storage and disposal of equipment and chemicals. - Best employee awarded month of August 1998.

RAW MATERIALS WAREHOUSEMAN

AMS BAESHEN & CO., JEDDAH K.S.A

(1996-1997)

- Ensure availability of raw materials and needed for daily operations.
- Supervise receiving and issuing of stocks and ensures of proper documentation and accounting of all transactions.
- Ensures that discrepancies in receipts are reported in writing such as short delivery or damages.
- Prompt summarization and submission of daily receipts and issuances with supporting documents to accounting.
- Requisition and issuance slip are properly accomplished and approved prior to actual issuance of stock. Ensures that issued items are acknowledged by recipients and replaced parts, surrendered, and recorded.

PRODUCTION STOCKMAN

AMS BAESHEN & CO., JEDDAH K.S.A

(1995-1996)

- Reporting directly to Production Supervisor.
- Ensure all materials request form prior to Daily Production Plan approved by Production Supervisor.
- Checked the quantity and quality of materials needed for daily operations operation.
- Performs a weekly inventory report prior to materials left over of the week with supporting documents to Production Supervisor.

WAREHOUSE MAN

T. ALONZO CONSTRUCTION HARDWARE, MANILA PHILIPPINES

(1992- 1994)

- Monitor storage areas, stock cards, log sheets, computer printouts and other disbursement records to keep track of inventory quantities to determine re-order level needs.
- Received and checked materials, equipment verifies receipt of items, check quantity and quality of received goods against purchase order thru supplier delivery notes or invoice, received the documents and notes discrepancies or damage of items.
- Fill up orders, issue a material form over the counter and prepare good for transfer or shipping.
- Record all information on stock cards, log sheets, ledger, and other remaining forms to keep balances in every item and also location and prepare updates vendor catalogs and maintain current totals of transfer charges.
- Establishes modified and maintain receiving, stocking storage disbursing and loan procedure.
- Insures a proper completion, computations and accuracy of physical inventory reports, disbursements forms and other related documents.

EDUCATION:

COLLEGE: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES MANILA

B.A., Business Administration and Computer Science. Year:
1986- 1990

HIGH SCHOOL: FORT ANDRES BONIFACIO COLLEGE PHILIPPINES

Year: 1982-1986

SUMMARY:

Highly skilled and dedicated yard manager with over 29 years of experience in the construction industry. Proven track record of successfully overseeing and managing the operations of a busy yard, ensuring the efficient organization and distribution of construction materials. Demonstrated expertise in team leadership, inventory management, and safety compliance. Adept at fostering strong relationships with suppliers, clients, and internal teams to achieve project goals and meet deadlines. Seeking a challenging managerial role to leverage extensive industry knowledge and drive operational excellence.

PERSONAL DETAILS:

Nationality:	Filipino
Religion:	Roman Catholic
Status:	Married
Language Spoken:	English, Tagalog

CHARACTERREFERENCES: Available upon request.

I hereby certify that all the above information is true and correct to the best of my knowledge.

Jevy Villanueva