

PERSONAL DETAILS

Name : Jose Bernard G. Interno
Date of Birth : 26th May 1986
Languages : English, Filipino, Basic Arabic
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EDUCATION

April 2007 Bachelor of Science in Business Management at De La Salle University, Cavite, Philippines

SKILLS

- Computer Literate (MS Office Applications - Word, Spreadsheet, Outlook, Fox Pro, Axapta, and Advac)
- ERP Program Applications (Microsoft AX Dynamics and Gallant)
- Knowledge in WMS (Warehouse Management System)-LFS
- Knowledge in SAP system
- Knowledge of operating forklift and VNA machine

EMPLOYMENT HISTORY

October 3, 2017 – April 11, 2021

Company: **FALCON PACK**

Address : King Faisal St., Opposite to Ministry of Labor, UAQ

Function: *Assistant Warehouse Operation*

- Receives and process warehouse stock products (pick, unload, label, store)
- Verifies packages according to order and invoices (quantity, quality, price, etc.)
- Ensures adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Stores stock according to established methods and sanitation practices
- Select, determine, and apply storekeeping guides, procedures, and methods without specific interpretations from the supervisor
- Contact supplier or shipper if a mistake is identified
- Label deliveries and allocate them to their designated place
- Ensures invoices are signed and paid for satisfactory deliveries
- Performs inventory controls and keep quality standards high for audits
- Collects and send invoices to appropriate department
- Keep a clean and safe working environment and optimize space utilization
- Communicate and cooperate with supervisors and co-workers
- Knows how to operate Forklift (VNA) and (Counter Balance)-still brand
- Performs related duties as assigned

March 1, 2020 – December 10, 2020

Function: *Warehouse in- charge (Al Ain Branch)*

- Supervise orders and arrange the stock of items on shelves
- Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders, etc.
- Prepares SRV(sales return voucher) and GRV (goods receipt voucher)
- Returning damage items to the main warehouse (UAQ and Sharjah)
- Transferring and receiving items to the main warehouse
- Prepares attendance of the laborers
- Prepares weekly work schedule and submit to HR Dept
- Giving orders to laborers to maintain the cleanliness of the warehouse

November 29, 2015 - December 31, 2016

Company: **TOWERS TECHNOLOGY CONTRACTING CO. LLC. / RAK PRECAST FZE**

Address : RAK Free Trade Zone Technology Park, Ras Al Khaimah, UAE

Function: *Storekeeper*

- Exercised general control over all activities in the store department
- Monitoring and controlling of stocks/warehouse materials
- Preparing materials quotations and purchase order
- Responsible for administrative works/office works for warehouse
- Performing general offices tasks such as distributing mail, sending faxes, or entering data
- Expediting clerks maintain contact with vendors to ensure that supplies and equipment are shipped on time
- Shipping, receiving traffic clerks keep track of and all record all outgoing and incoming shipments and ensure that they have been filled correctly
- Used advance ERP program AX Microsoft Dynamics and Microsoft gallant software

TRANSFERRED FROM HR/ADMIN DEPARTMENT TO PROCUREMENT DEPARTMENT

June 24, 2012 – September 28, 2014

Company: **RAJEH AL MARRI & SONS CO.**

Address : Alkhobar, K.S.A.

Function: *Procurement Staff*

- Performed other related duties as required and assigned by management
- Collected timecards and compiles employee payroll data from timesheets and other records such as vacation time payout, medical leave, etc.
- Compiled statics report, statement and summaries related to pay and benefits, accounts and submit them to appropriate departments
- Calculating wages including overtime and deductions and process payments to finance/accounts
- Prepared purchase order with terms and condition and contract and verified them by an authorized person
- Created and maintain good relationships with vendors/suppliers

- Reviewed and analyze all vendors/suppliers, supply, and price options
- Negotiated the best deal for pricing and supply contracts
- Worked with team members and Procurement Manager to complete duties as needed

October 25, 2010 – June 24, 2012

Company: RAJEH AL MARRI & SONS CO.

Address : Alkhobar, K.S.A.

Function: *HR/Admin Assistant/Manpower Coordinator*

- Verified that the supply manpower complies with the Purchase Order and Project Specifications (visual and dimensional control)
- Provided full administrative support to HR/Procurement Manager, HR/Procurement Department, and top-level managers) in monitoring overseas, the local recruitment of highly-skilled and professional workforce in all discipline to fill the company's existing and future project recruitment in the most cost-effective, timely, and organized manner
- Supported the HR/Procurement department Review resumes for appropriate skills and qualifications
- Coordinates to HR department for issuing job assignment
- Received all manpower requests with complete job description from various sites based on category and verified them by PCD, PM,HR, FM, OM, GM, and VP/CEO
- Sent the job order to our concerned respective company sourcing out the right people after getting the recruitment permission from the local authority
- Made a comparison list to compare all suppliers' quotations.
- Contacted and coordinate with supplier's availability of required manpower
- Prepared job assignment and attach their Iqama, Insurance and sponsors documents
- Checking, receiving daily emails with regards for they need request and coordination at the site
- Updating the manpower status, from time to time, and submitting to direct department head
- Filling of the purchase order and giving a copy to payroll
- Planning, sometimes delivering training, including inductions for new staffs

September 2009 – September 2010

Company: MAKRO PILIPINAS INC. (SM GROUP OF COMPANIES)

Address : Imus, Cavite Branch, Philippines

Function: *Sales Coordinator and Warehouse In-charge*

- Reviewing & constantly monitoring the proper inventory of the materials standards and specification
- Daily visit to storage site whether all works, material, equipment are under QA/QC requirements
- Monitoring all purchases manually and systematically as assigned
- PMI Inspection based on materials delivery
- Managed the warehousing and storage of all materials

- Supervised the delivery of materials and supplies to all district facilities upon schedule and /or request. Make emergency deliveries if needed.
- Producing regular reports and statistics on a daily, weekly, and monthly basis
- Motivated, organized, and encouraged teamwork within the workforce to ensure set productivity targets are met
- Supervised processing of all receiving reports on all shipments received through the warehouse
- Supervised the cleaning of the warehouse including waste disposal of packaging materials
- Performed other duties assigned by Manager

May 2007 – November 2008

Company: ABENSON GROUP OF COMPANIES (WALTER MART)

Address : General Trias, Cavite, Philippines

Function: *Sales Coordinator and Receiving Clerk*

- Monitoring of price mark-up and mark-down of items, inputting new items on the display area, barcode printing of items, receiving transfers and consolidation using the system that is used by the Company
- Collaborating with procurement staff to list expected deliveries
- Receiving shipments and signing paperwork upon receipt
- Unloading packages from incoming trucks
- Receiving and filing of Stock Transfers and Delivery Receipts
- Received, screened, and transferred telephone inbound calls for the department managers and other staff
- Arranged for outgoing mails and courier package
- General clerical duties that include photocopying of documents, scanning, fax, and electronic mailings

November 07, 2006 – February 18, 2007

Company: LUZON DEVELOPMENT BANK

Address : Dasmariñas City, Cavite, Philippines

OJT (On-the-job-training)

- Undertake task and report as per relevant code and standards
- Monitoring of reports which has to maintain by the bank manager
- Constantly monitoring the documentation of all activities according to Codes, Regulations, and by-laws of the bank
- Responds to all documentary jobs
- Compile statistic reports, statement and summaries and submit to appropriate departments

Seminars/trainings

- Fire and Safety Orientation
Abqaiq, Kingdom of Saudi Arabia
- Advac System for Payroll
Head Office, Alkhobar, Kingdom of Saudi Arabia