



ROLAND JETHRO SUYOM

WAREHOUSEMAN

Performed all warehouse laborer duties including picking, packing, counting, record keeping and maintaining a clean area.

Reponsible for general control of the warehouse.

Maintaining a buffer stock system and balance inventory of materials. Performs proper handling, storing and safekeeping of materials. Ensure receiving good quality products of materials and safekeeping of tools and equipment keys.

PERSONAL DETAILS

Date of Birth

February 14,1991

Nationality

Filipino

Marital Status

Married

Address

Barangay kaybanban
SanJose Delmonte
Bulacan Philippines 3023

EDUCATION

Bachelor of Science in
computer Science
JE Modejar Foundation
College
2008-2009
Tacloban City , Leyte
Philippines

LANGUAGES

Tagalog
Arabic
English

CONTACT

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rolandjethrosuyom@yahoo.com

WORK EXPERIENCES

Warehouseman

May 2014 to present

AHMAD MOHD ABDULWAHAB
NAGHI AND SONS COMPANY
Saudi Arabia

- ✓ Performs duties & responsibilities in accordance to Good Distribution Practice & written SOP's.
Inspects the incoming goods,including pallets & truck containers & reports any nonconformity.
- ✓ Checking of distribution records for completeness & accuracy.
- ✓ Ensures the proper storage condition of storage areas & report any temperature excursion.
- ✓ Ensure the proper house keeping is maintained throughout the storage area.
- ✓ Performs sticker & over- labeling to comply with the label requirements of pharmaceutical products as necessary.
- ✓ Responsible for administering the correct handling of the items for delivery.
- ✓ Performs prompt,complete and accurate allocation and transfer of stocks to branches.
- ✓ Performs regular stock count.
- ✓ Perform other functions as required by the Head Controller Warehouse Supervisor or Warehouse Manager.

SKILLS

- ✓ Computer literate
- ✓ Programing
- ✓ Forklift Operation
- ✓ Trouble Shooting machinery