



# KATHLENE KAYE VALDEZ

## Contact

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## Hard Skill

- SAP MM Module / S4 Hana
- Warehouse management
- Forecasting
- Problem solving skills
- Data analysis and processing
- Customer relationship management
- Analytical skill

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Collaboration
- Problem solving
- Attention to detail

## Education Background

- PHINMA University of Pangasinan  
*BSBA Major in Financial Management*  
Completed in 2021

## About Me

Dedicated and detail-oriented Material Planner and Warehouse Clerk with 2 years of experience. Eager to apply proven-warehouse management skills for Scout Manufacturing Industrial Inc. in monitoring, maintaining, and completing raw materials needed in the production. Special interest in engaging to other job to enhance my skills and share my own ideas with my experience.

## Professional Experience

### Scout Manufacturing Industrial Inc. – Philippines 2022 – 2024

Key responsibilities:

- Determine material and components based on the MRP system and ensure availability to support the production schedule.
- Monitor MRP forecasts, inventory, customer demand, production requirements and inventory transactions and reject material.
- Generate the initial demand for purchasing parts and raw materials while providing WIP work orders directly to the production floor.
- Ensuring materials meet specifications and quality standards and are cost efficient.
- Ensuring the consistent and adequate supply of materials necessary for production.
- Coordinating with other departments regarding production goals, timelines, supplier payments etc.
- Scheduling and overseeing the supply and delivery of materials and products.
- Managing inventory issues, schedule changes and cancellations.
- Preparing cost estimates of damaged or missing materials in production.
- Coordinating with the logistics team for material ETD and ETA.

### PH Global Jet Express Inc. – Philippines

2021 – 2022

Key responsibilities:

- Managing incoming shipments and ensuring correct quantity based on actual and system (tally).
- Answering calls from customers regarding their concerns on the delivery and/or complaints with their parcels.
- Provides feedback to QA supervisor suggesting methods to increase efficiencies and identify areas of opportunity to improve customer satisfaction.
- Mentors new team members and encourages sharing among the QA team functions
- Handling more complex customer situations involving multi-site problem resolution and escalations