

# BENJOE G. LISTONES



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## Professional Summary:

I am a versatile problem solver with background in the Oil & Gas OCTG (Oil Country Tubular Goods), Warehousing & Logistics, Fleet and other industries. I am primed to support a growing company, Business knowledge and experience.

## Core Competencies:

- Establishing Focus
- Fostering Teamwork
- Managing Performance
- Formulating Strategy
- Change Management
- Planning
- Systematic Approach
- Customer Orientation
- Research & Resourcefulness
- Point of contact
- Persuasive Communication
- Integrity & Initiative

## Professional Experience:

### FREELANCE PROJECT BASE COORDINATOR

Ainkawa street, Erbil, Kurdistan, Iraq.

May 2018 up to Present

- Tendering assistant
- Procurement
- Warehouse inventory
- Material encoding
- Warehouseman and logistics coordinator

### DASHTI SANAT COMPANY LTD.

108 AINKAWA STREET, ERBIL KURDISTAN, IRAQ.

APRIL 1, 2016 UP TO APRIL 28, 2018

### FLEET PROJECT COORDINATOR

- Point of Contact (POC) a direct supports for LOGCAP IV Project, MADX200 (NTV Leases) and SUD0593 (Semi-Tractor Trailer Leases).
- Lead development of compliant, compelling, and responsive proposals for U.S. government, foreign governments, international NGOs, and commercial tender requests.
- Coordinate and collaborate with subject matter and contributing to plan and prepare tender responses
- Fleet controller / preparing monthly schedule for all the vehicles.
- Monitoring all vehicles movements.

- Ensures records are up to date and maintaining the company master sheet records for fleet operation, from clients to the company.
- Communicating with the client for any problem of the vehicles and ensures efficient repair schedules and review cost estimates for the future claims.
- Implement safety policies and procedures for the fleet.
- Overseeing and facilitate site project operation of vehicles in good running conditions and coordinating with the customer satisfaction guaranteed in regards for vehicles performance.

**DRILCOSPEC PTE LTD.**

**ENERGY LOGISTICS YARD III, GAZNA ROAD, AINKAWA, ERBIL, KURDISTAN, IRAQ.**

**DECEMBER 1, 2014 UP TO MARCH 15, 2016**

**Non-destructive Testing (NDT) Inspector (OCTG and Various equipment)**

- (MPI) Magnetic Particle Inspection Non Destructive Examination perform on various hoisting equipment Handling equipment, Power equipment Drill pipe, Drill Collar and other miscellaneous.
- (OCTG) Oil Country Tubular Good Inspection and Preservation Services of OCTG Casing and Tubing Field inspection.
- Sales Representative and Preparing all Commercial and Technical proposal.
- Conducting inventory of casing and tubing pipes and keeping records always up to date.
- Preparing all the reports and documents of inspection for the clients.
- Supervising work ethics of the inspectors and helpers, also in regards to compliance of health and safety regulations.
- Handling the Materials inventory. Pipes, Drill Pipes, Pup joints, Grease, Horse shoe, Float Shoe and all accessories for the Drilling + Consumables and non-Consumables.

**WINGS CATERING**

**ERBIL INTERNATIONAL AIRPORT IRAQ.**

**APRIL 2012 – AUGUST 2014**

**Sales Supervisor**

- Ensure compliance to G.C.P. (Good Catering Practice)
- Insure good service (Customer Satisfaction)
- Conducting daily inventory.
- Making daily accomplishment report.
- Performing the actual Customer Support Representative of the Company.
- Performing as the area Outlet resource person and taking in-charge for the day to day of individual's needful resources.
- Compiling the full results of sales in each of every airport outlet under the concessions of the company.

**SAN MIGUEL FOOD INC., MAGNOLIA FRESH CHICKEN**

**JTL COMPOUND, SAN VICENTE, SAN JACINTO PANGASINAN, PHILIPPINES.**

**NOVEMBER 2008 – JANUARY 2010**

**Billing Clerk Supervisor**

- Issuing invoice for the product ordered.
- Allocating products.
- Team leader of the billing staffs.
- Making weekly schedule of billing staffs (weekly rotation of route).
- Anticipated Raw products by performing the FIFO process (First in First Out)
- Foreside the full delivery of Pre-Orders to Actual requirements of customers in the field of distribution.

- Creating a summary and overall report for decrease weight of products from the source plant to clients.
- Submitting the full sales of accounts payable for cash basis and wired transfer as a medium of payments.
- Upon Regional dispositions of delivery, performing a team lead collaboration in field transport dispatched.

**COCA-COLA BOTTLERS PHILIPPINES INC., JMCTY ENT.  
MALACAMPA, CAMILING, TARLAC, PHILIPPINES.**

**Warehouse Checker** (JANUARY 5, 2003 TO JANUARY 5, 2004)

**(WIC) Warehouse In-Charge** (OCTOBER 2005 – MARCH 2007)

- Recording all invoices \* Monitoring movements of products \* stock inventory.
- Monitoring the staff from giving good service (Customer satisfaction).
- Organizing staff meeting \* Book keeping \* Making schedule for preventive maintenance of the warehouse.
- Handling the SAP Systems Applications and Products in the functions of Database, FIFO (First in First Out), Reporting, Updates, On-going & out-going procedures.
- Maintaining the Master Sheet Files of the warehouse, As the source of Data program towards to the SAP and create a progressive reports and updates.

**EDUCATIONAL ATTAINMENT:**

**TERTIARY:**

AMA Computer Collage

Computer System Design & Programming

Graduated Year 2009

Address: Dagupan City, Pangasinan, Philippines.

**SECONDARY:**

San Jacinto Catholic School

Year Graduated 2000

Address: San Jacinto, Pangasinan, Philippines.

**ELEMENTARY:**

San Vicente Elementary School

Year Graduated 1996

Address: San Vicente, San Jacinto Pangasinan, Philippines.

**Technical Skills:**

- Proficiency with Microsoft Office
- Nexsys-One Master User – Level 1

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

  
**Benjie G. Listones**