**BRAYAN MONZON NAVAREZ**

**Purok 3 Brgy. Tinago Camalig, Albay Philippines**

**Contact No. 09126039784**

**Email:** [**brayan\_navarez@yahoo.com**](mailto:brayan_navarez@yahoo.com)

**Objectives :** To utilize my experience and knowledge on warehousing / logistics & be a successful employee of progressive company.

**Experience:**

Jan 2015 to Present:

**Imperial Homes Corporation**

**Imperial Hones Subd. Legaspi City**

**●Inventory Analyst**

- Monitors Material Inventory

-Manage & Plans all warehouse transaction and procedure.

- Assure prompt transactions to System, initiate stocktakes & do corrective actions on

discrepancies and promotes stock preservation.

- Coordinate operations to other support groups/dept. as well as its safety related issues.

-Prepare Monthly report of all outgoing and received materials in warehouse.

2008-2013 Nov. **Rapu-Rapu Polymetallic Project - RRPI**

Pagcolbon, Rapu-Rapu, Albay, Philippines

**● Warehouse Officer:**

- Monitors & Manage in & out of goods.

- Manage & Plans all warehousing aspects and activity to ensure & maintain stock levels of

materials needed by the end users.

- Assure prompt transactions to System, initiate stocktakes & do corrective actions on

discrepancies and promotes stock preservation.

- Coordinate operations to other support groups/dept. as well as its safety related issues.

- Assigned task, train & lead other team members needed to ensure smooth flow on all

warehouse aspect.

- Prepares Report

2002-2003 **Goodfound Cement Corporation**

Palanog Camalig, Albay Philippines

**● Warehouse Staff:**

- Monitors in & out of materials and ensure they are properly checked, labeled & binned.

- Conduct regular stoctakes & do discrepancy reports/actions.

- Coordinate operations to other support groups/dept. as well as its safety related issues.

- Prepares reports.

**Educational Background:**

1994-1998 Malabog National High School Graduated

Salvation Daraga, Albay Philippines

1999-2001 Divine Word College of Legazpi Under Graduate

Legazpi City Philippines

**Seminars:**

Basic Occupational Safety & Health Training DOLE & OSHNET Inc. Feb. 21-25, 2012

Chemical & Spill Response INSAFETY Incorporated Oct. 21-22, 2011

Supply Chain Management Businesscoach Inc. April 28-29, 2011

Emergency Preparedness & Response Bicol Regional Training & Teaching Hospital Feb .21-24, 2011

Oil Spill Response Awareness Program PETTS Incorporated Nov. 30, 2008

**Skills**:

**Uses SAP & Pronto System**

**Computer literate – Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Publisher**

**Can operate Forklift 2-3T**

**Personal Information:**

Birth Date : April 28, 1981

Birth Place : Camalig Albay Philippines

Present Address : Purok 3 Tinago Camalig, Albay

Height : 5’5

Weight : 68kg

TIN # : 269-739-579

SSS# : 05-0886990-5

Philhealth # : 10-050119191-9

Civil Status : Married

**Referrences:**

**Hon. Mayor Caloy Baldo Hon. Brgy. Captain Carlito Vibar**

Municipal Mayor Barangay Captain

Tinago Camalig Albay Tinago Camalig Albay

**Fermin G. Nebres**

Senior Warehouse Officer

Masbate Gold Project

Puro, Aroroy, Masbate

Mobile No. 09199869731

**BRAYAN M. NAVAREZ\_\_**

**Applicant**