



Joemar P. Barrosa

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Objectives:

Seeking a challenging position with an organization that has a vision and potentials for development growth and expansion and at the same time maintain high standard of performance and business ethics and to be able to sharpen my skills in a good and reputable company to the best of my ability so as to put into practice my theoretical knowledge that I have learned practically and academically.

QUALIFICATIONS:

- Capable in operating windows application software's like Microsoft Word, Microsoft Excel etc.
- Innovative and creative to enhance efficiency.
- Proven ability to multitask and manage pressure & timelines without missing deadlines.
- Excellent inter-personal skills to collaborate within and across teams to achieve organizational goals.
- Hard working, goal-oriented and dedicated.

EDUCATIONAL ATTAINMENT:

High School Graduate

Holy Child School

Cebu City, Philippines

WORK EXPERIENCE:

WAREHOUSE COORDINATOR

RSA Talke DWC – LLC

Dubai Logistics City, Dubai South Jebel Ali Freezone

From September 10, 2022 up July 17, 2024

Job Description:

- Manages warehouse inventory and maintains database.
- Manages daily flow of finished products by modifying storage space assignments.
- Confirms availability of items to be shipped by verifying inventory records or conducting inventories of required items.
- Directs forklift drivers to store goods in identified areas.
- Documents all related activities and completes forms and reports.
- Performs other related duties as directed.
- Implements daily production and shipping plan, arranging for excess stock to be stored in warehouse.

**LOGISTICS COORDINATOR
TRUST TECH TRADING FZCO**

Warehouse # RA08VE05
Blue Shed, Jebel Ali, JAFZA North, Dubai, United Arab Emirates
November 01, 2020 up to July 25, 2022

Job Description:

- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments and timelines.
- Addressing and resolving shipment and inventory issues.
- Answering customer queries.
- Take delivery of all incoming materials and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Responsible for packing, pricing, labeling, and returning supplies.

PERSONAL BACKGROUND:

Date of Birth : December 28, 1980

Sex : Male

Nationality : Filipino

Language : English, Tagalog,

Visa Status : Cancelled Visa

References available upon request