



ROLSON A. ACEVEDA

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Male

Filipino

Married

Residence Visa

Profile

Result driven professional with proven experience in Supply Chain Management (Logistics, Order Management/Procurement, Warehousing, Production Planning and Inventory Control & Analysis). Accomplished in determining most optimal working practices in achieving goals & objective And ensures smooth operations.

Work Experiences

Supply Chain Manager

Jan 2018 to Sept 2024

WESTINGHOUSE AIR CONDITIONING AND ELECTRONICS MIDDLE EAST AND AFRICA FZE

Jebel Ali Free Zone, Dubai, United Arab Emirates

Key Responsibilities

- Handles all Import & Export transactions and ensures smooth supply chain operation.
- Deals with the Shipping Line, Agent/Forwarders, Negotiates Freight Rates for all shipment bookings.
- Coordinates Transit Lead-time/Estimated Arrival, and On-time Cargo Loading and Shipment Deliveries.
- Asses all the required shipping documents for import/export shipments for customs clearance processing.
- Manage all Letter of Credit and Clearance documents for Bank Submission.
- Updates shipment status information and advice to customers and all concerned departments.
- Analyzes inventory result and maintains the accuracy of inventory stock level in warehouse & 3PL against Sales Forecasts, Inbound and Outbound plan and deliveries.
- Coordinates to Insurance Company and other related Ministry agencies for Inspections, Insurance Claims (for any Lost, Damaged product unit goods shipment).
- Assess daily Logistics activity and provide suitable solutions to anticipate unnecessary problem that may occur.
- Handles Order Processing of all the product goods purchased as per Sales Forecasts and Demand Plan.
- Deals and coordinates with the customers and factories for all generated purchase orders.
- Coordinates and support Sales Division to meet the Sales Target required.
- Analyzes and prepare the landed cost report for all the key markets for Middle East & Africa.
- Provide monthly reports to the Management, on Purchase, Costing and Sales Report.

Remarks: Also managed the other business line entities of the company.

- ADMIRAL APPLIANCES AND ELECTRONICS MIDDLE EAST CIS AFRICA FZE
- ADMIRAL MOBILITY AND ENERGY
- YINLONG ENERGY MIDDLE EAST

Achievements

- Contributes to achieving the KPI's and Supporting the Sales Team to meet 100% Sales Target through on time Order processing and Sales Invoicing.
- LG Electronics Inc., Best in Power Speech for the year 2017.

Key Responsibilities

- Ensures on time and smooth operation in Order Processing and Documentations to meet Customer requirements, but within the company rules & policy.
- Ensures accuracy & correctness of all the generated Purchase Orders in system as per Sales Forecast.
- Handle and asses Import and Export, Local shipment documents such as, Commercial Invoice, Packing List, Bill of Lading /Airway Bill, Transfer of Ownership, Letter of Credit, required Certificates and other related documents for submission to Customs for shipment clearance purpose and customer's document.
- Communicates directly to the customer, sales team, and company affiliates efficiently for all Purchase Orders and Import/Export Shipments activities.
- Coordinates with the Warehouse Department and nominated 3PL & 4PL warehouses for all the loading, delivery schedule and other related special instructions as per customer requirements.
- Deals with the Shipping Line, Forwarding Agents for all shipments Transit Lead-time/Estimated Arrival, On-time Cargo Loading and Releasing (Import/Export and Local Delivery).
- Monitors Shipping Advice Status update and reports to Management for all In-transit Import/Export shipments.
- Prepares and reports to Management the update List of Country Regulations & Requirement and Certificates required for Local and International Operations for Shipment Clearance in the Final Country Port of Destination.
- Ensures accurate Planning and Cost Saving Measures in terms of order procurement cost & shipment clearances.
- Optimizing the order management performance through collaboration with the concerned departments (Demand Panning and Sales for Order Quantities, Accounts for LC & Payment Clearance, Marketing for Sales Program and Warehouse for Delivery Schedules)
- Develops and controls a suitable KPI's that accurately contributed to meet the team goals and objectives.

Key Responsibilities

- Supervises and co-ordinates with the Warehouse Department, 3PL/4PL warehouses and Transporters for the shipment Loading, Delivery schedule and other related special instructions required per customer requirements.
- Expertise in Import & Export Regulations, Customs Clearance Procedures in JAFZA, DAFZA, and Mirsal II.
- Deals with the Shipping Line, Agent/Forwarders for the Freight Rates/Quotation, Booking, Transit Lead-time/Estimated Arrival, and On-time Cargo Loading and Delivery releasing of the Import and Export.
- Asses all shipping documents for inbound/import shipments such as Commercial Invoice, Packing List, Bill of Lading /Airway Bill, Transfer of Ownership, Certificates and other related documentation required for customs clearance processing.
- Updates shipment activity information advice to customers and all concerned departments.
- Supervises and handles the Inventory Counting of all the material, finished good stocks in the Warehouse
- Coordinate closely with the warehouse team for strategies for the appropriates allocation & storage of materials and goods.
- Analyzes inventory result and maintains the accuracy of inventory stock level (warehouse stock volume /CBM) in the system against Sales Forecasts, Inbound and Outbound Plan and deliveries.
- Assess fast-moving products, materials for both Local, Import & Export Sales Deliveries.
- Coordinates to Insurance Company and other related Ministry agencies for Inspections, Insurance Claims (for any Lost, Damaged product unit goods shipment).

- Assess daily Logistics activity and provide suitable solutions to anticipate any unnecessary problem that may occur.
- Prepares and maintains reports as required to support the functions and operations of the department.

Purchase In-charge

- Prepares Purchase Orders as per Sales Forecasts from Sales Division and special instructions from LG Headquarters in Korea.
- Deals and coordinates with the customers and affiliates for all generated purchase orders.
- Monitors accurately the transaction of all the import shipments as per sales update in system by LG affiliates and source.
- Coordinates and support Sales Division to meet the Sales Target required.
- Maintains Purchase Price List and coordinate with the Product/Sales Team for the accurate Purchase Order unit, Pricing.

Export Sales / Logistics Coordinator

2004 – 2007

NIKAI Group of Companies

Dubai, United Arab Emirates

Achievements

- Introduced process flow for Logistics and Export Departments as per ISO 9002 procedures.
- Supported the export team to meet and achieved 100% Sales Target by initiating and realizing shipment orders with on-time delivery.
- Transformed the export departments into a smooth operation by redefining the systems.

Key Responsibilities

- Propose new products and fastmoving items to the customer to maximize orders and sales target.
- Deals and coordinate with the Shipping Lines, Agents & Forwarders for to the Freight Rates/Quotation, Transit Lead-time, Booking and On-time Cargo Loading.
- Coordinates with the Inspection Company with regards to the shipment inspection requirements (product item inspection & certifications and other related documentations).
- Coordinates to Warehouse Division for the delivery schedule and other related special instructions required as per customer requirement.
- Prepares and complete all final shipping documents such as Commercial Invoice & Packing List, Bill of Lading /Airway Bill, Transfer of Ownership, Certificate, and other related important documents for customs clearance.
- Assess and assure correctness of final shipping documents before submitting to the Bank (Under Letter of Credit Payment Term).
- Coordinates with the Shipping Lines for the shipment status (Actual Transit Lead-time, Estimated Arrival of the Cargo to the Final Destination and Cargo Releasing) and Ensures On-Time Delivery.
- Deals and inter-act directly with the customers (GCC, Asia and Mena Region)
- Coordinates with the Product Import/Purchasing Division for the incoming shipment deliveries (Local and Cross-Trade shipment).
- Maintains Export Price Lists and coordinates with the Product team with regards to price discounting.
- Prepares all export sales and inventory stock transactions in the ERP system.
- Assess fast moving materials for both local and export sales deliveries.
- Analyze and maintain accuracy of inventory stock level position in the ERP system based on Sales Forecast.
- Coordinates with the Service Center Department for Spare Parts requirements.
- Prepares and reports to the Management the Monthly Export Sales Status.

Logistics Supervisor

1999 – 2004

IONICS EMS INC.

Light Industry and Science Park of the Philippines II
Calamba, Laguna, Philippines

Key Responsibilities

- Supervises all Import and Export Shipment activities and ensures Inbound & Outbound movements are executed accurately.
- Deals with the Transporters, Shipping Lines, Agents & Forwarders.

- Responsible in maintaining adequate inventory, schedule and receiving of shipments & raw materials, as well as with the Production and Planning team for the production volume and forecasts.
- Leads to conduct Materials and Finished Goods Stock Inventory and assess the inventory count result.
- Reports to the Operations Manager for the performance status of Logistics Team.

Import and Export Staff

1996 – 1998

HONDA CARS PHILIPPINES INC.

Laguna Technopark of the Philippines
Sta. Rosa, Laguna, Philippines

Key Responsibilities

- Prepares all the Import and Export documentation and maintains transaction in the system.
- Responsible & support Warehouse Team for the Inventory of Inbound FCL containers in stock yards.
- Liaison to the Department of Environment and Natural Resources.

Production/Inventory Control and Shipment Planner

1994 – 1996

IONICS CIRCUITS INC. III

Light Industry and Science Park of the Philippines
Cabuyao, Laguna, Philippines

Key Responsibilities

- Supervises the Production & Inventory Management Control Planners, Shipment/Delivery Planners and Clerks.
- Makes and prepare the Production Capacity Plan upon receipt of the customer qty. requirement in consideration of manpower and equipment.
- Checks weekly & daily production schedule and output report and submit to the customer.
- Coordinates the production schedule to the Production Lines, Engineering, Quality Control and the entire Logistics Division.
- Updates and sends production schedule with the actual production output, daily delivery of critical items/materials, work-in-process in the production line and finished goods available in stock.
- Coordinate the timely delivery of the materials with the procurement department.
- Monitors the conformance of the production as per Daily Production Schedule.
- Analyze and coordinate for the recovery plan from production in case of backlog and action plan from the Quality Control and Engineering Department in case of backlog units or hold units due to quality issues.
- Schedule the reworking of a Return Materials Authorization (RMA) units depending upon the available capacity and the urgency of the units and after the Production, QC and Engineering have finalized the detailed rework plan.
- Acts as Logistics Software Liaison for the preventive maintenance of personal computers and records.
- Ensures that the customer Shipment Delivery requirement (import/export) is properly met according to the committed shipment date of arrival to the final destinations.
- Prepares weekly and monthly Sales Report to the company.
- Checks and asses all the Inventory Reports Materials, Work-In-Process and Finished Goods.
- Checks available finished goods stock level in the warehouse.
- Prepares Work Procedures, Control Plan & Process Flow.
- Accomplish other tasks that may be assigned by the superior.

Skills / Competencies

- With good Interpersonal Communication, Managerial Skills, Time Management, Negotiation, Motivational Speaking.
- Microsoft office – Microsoft Word, Excel, PowerPoint, PDF/Adobe, Microsoft Outlook, SAP and ERP.
- Liaising with the different Embassies, Government Offices and Private Inspection and Insurance Companies (Documents Legalization and Attestation Requirements).
- Ability to accomplish multiple tasks and can work under pressure.

Seminars/Trainings

- ❖ **Order Management/Procurement Workshop**
LG Electronics Gulf FZE

Mar 2018

Dubai, UAE

- ❖ **Enterprise Data Warehouse** Oct 2017
LG Electronics CNS
Europe B.V. Amsterdam, Netherlands
- ❖ **Negotiation Skills Course** Jul 2016
LG Electronics MEA Learning Center
Dubai, UAE
- ❖ **First Aid CPR AED** Dec 2015
American Heart Association
Jebel Ali Free Zone, Dubai, UAE
- ❖ **Certified Trade & Logistics Professional –Level 3** Sep 2014
Dubai Trade / The Chartered Institute of Logistics and Transport
Jebel Ali Free Zone, Dubai, UAE
- ❖ **Fire preventive & Safety** Nov 2013
Jebel Ali Free Zone
Dubai, UAE
- ❖ **Getting to Know LGE and the Market)** Nov 2009
LG Electronics Inc.
Seoul, South Korea
- ❖ **Training on Orion Enterprise (v10) Distribution Suit (ERP System)** Jun 2006
- ❖ **Documentary Credit – UCP500 Training Workshop** Dec 2005
Nikai Corporation, Dubai, UAE
- ❖ **Workshop and Training on Logistics Process Flow** June 2000
- ❖ **I-Spy System & WEB Plan Update Training**
Certified as a trainer of Logistics Department conducted by Philips Hasselt, Belgium.
Philips Optical Storage – Gyor, Hungary
- ❖ **Training on Forklift Operation** Mar 2004
- ❖ **Line Balancing & Capacity Training** Feb 2004
- ❖ **ISO 14001 version 1996 Environmental Management System** Oct 2003
- ❖ **ISO 9001:2000 – Quality Management System** June 2003
- ❖ **Production Planning and Inventory Control Training/Workshop** Oct 1999
- ❖ **Basic Importer Seminar** May 1997
- ❖ **Training Industrial Fire Brigade Organization** Feb 1995
- ❖ **Training on ISO 9002** Jan 1995
- ❖ **Business Application Softwares** April 1993
Laguna, Philippines

Education

Bachelor of Science in Commerce Major in Management
Colegio De San Juan De Letran
Calamba, Laguna, Philippines

1990-1994