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**JOSEPH ZAPATA**

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Al Barsha, Dubai U.A.E.

**POSITION APPLIED FOR: WAREHOUSE CLERK/ WAREHOUSE COORDINATOR/STOREKEEPER**

**PERSONAL SUMMARY:**

A multi-skilled hardworking and efficient individual, able to follow standard operating procedures and work in methodical and tidy manner. Possessing a comprehensive understanding of material/stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**COMPETENCIES:**

* + Honest, trust worthy and hardworking person
  + Good communication skills in English
  + Ability to follow processes and procedures accurately
  + Can work under pressure and meeting deadlines
  + A good team player
  + Details oriented and organized
  + Comfortable working independently with minimal supervision
  + Computer literate (MS Office, Internet browsing)

**WORK EXPERIENCES:**

* **17 September 2018 – till date**

**Tally Clerk cum Data Entry Operator**

AMI Middle East

Jebel Ali Free Zone, Dubai, UAE

Responsibilities:

* + Assist shipping and receiving unloading trucks and checking in merchandize
  + Prepares orders by processing requests and supply orders; pulling materials, packing boxes, placing orders in delivery area
  + Sort and place materials or items on racks, shelves or in bins according to organizational standards
  + Maintains inventory controls by collecting stock location orders, printing request, recording quantity of materials or items received or distributed through computer. May also assist in counting of physical inventory
  + Prepares, compiles and sorts documents for data entry
  + Verifies and logs receipt of data
  + Performs high-volume data entry using word processing, spreadsheet, database, or other computer software
  + Reviews data for errors, missing pages, or missing information and resolves any discrepancies
  + Maintains a filing system and protects confidential customer information
  + Performs regular backups to ensure data preservation
  + Responds to requests to retrieve data from the database or electronic filing system
  + Communicate and cooperate with supervisors and coworkers
  + Follow quality service standards and comply with procedures, rules and regulation
  + Timely posting of goods received and issued in the system
  + Sending timely reports as per customers demand
  + Maintains a satisfactory level of quality and productivity per department standards
  + Completes additional assigned tasks as requires
* **19 October 2013 to March 2018**

**Warehouse Clerk**

Wilhelmsen Ships Service (Barwil Dubai LLC)

Jebel Ali Free Zone, Dubai, UAE

Responsibilities:

* + Assist shipping and receiving unloading trucks and checking in merchandize
  + Prepares orders by processing requests and supply orders; pulling materials, packing boxes, placing orders in delivery area
  + Sort and place materials or items on racks, shelves or in bins according to organizational standards
  + Maintains inventory controls by collecting stock location orders, printing request, recording quantity of materials or items received or distributed through computer. May also assist in counting of physical inventory
  + Maintains safe and clean work environment by keeping shelves, pallet area and work stations neat to optimize space utilization
  + Report any discrepancies
  + Communicate and cooperate with supervisors and coworkers
  + Responsible for reduction in operating expenses
  + Follow quality service standards and comply with procedures, rules and regulation
  + Timely posting of goods received and issued in the system
  + Sending timely reports as per customers demand
  + Maintain high level of inventory accuracy and monitor and control inventory with complete integrity
  + Expedite backlog orders and delivery dates
  + Attend to the customers requirement and their inquiries and keep them informed on the latest
  + stock order position
* **16 September 2008 – 10 October 2013**

**Warehouse Assistant**

Clarion Middle East

Dubai, UAE

Responsibilities:

* + Conducts thorough and proper check of all materials received in the warehouse and prepare acknowledge receipts.
  + Conducts thorough and proper check of all materials going out of the warehouse and advise Logistics Coordinator to prepare Delivery Note.
  + Physical check, count and tally of all import cargo.
  + Prepares warehouse receipt tally and inform details of the cargo received along with discrepancies (if any) to Logistics Coordinator.
  + Ensures that cargos are palletized in the proper way and stacked.
  + Receives pick list from Logistic Coordinator and coordinate with Reach Truck Operator.
  + Arrange picked items separately on the staging area as per order and tally quantity as per item.
  + Confirm details of loading to Logistic Coordinator to prepare warehouse Delivery Note.
  + Ensuring that all orders are delivered in part. Balance quantity of the orders are kept in the warehouse separately and identified correctly.

* **June 2006 - June 2008**

**Warehouse Assistant cum Inventory Clerk**

Zipress Printing Press

Pasig City, Philippines

Responsibilities:

* + Reporting directly to Logistic Supervisor
  + Receiving, moving, checking and storing incoming goods
  + Checking and inspecting goods received and ensuring accurate quantity, type and acceptable quality
  + Packaging and labeling products before they are dispatched
  + Selecting space for storage and arranging for good to be placed in the designated areas
  + Making sure that all inventory processes are completed on the same day
  + Ensuring a clean and safe workhouse for all concerned staff
  + Storing stock away safely
  + Signing off and replenishing stock
  + Monitoring stock levels
  + Accurately updating all data into computer system and manual recording system
  + Keeping monthly inventory of monthly paper supplies, chemicals, equipment and final products
  + Filing order forms and delivery receipts
* **27 November 2002 – 9 November 2005**

**Utility Personnel**

Belau National Hospital

Koror, Palau

Responsibilities:

* + Maintaining of stock of cleaning materials and chemicals
  + Ensuring cleanliness of hospital comfort rooms, proper garbage disposal in accordance with Standard Operating Procedures (SOP).
  + Perform tasks assigned by the Supervisor

**PERSONAL INFORMATION:**

Age : 40 y/o

Civil Status : Married

Citizenship : Filipino

Visa Status : Holding Jebel Ali Free Zone Visa

**EDUCATIONAL ATTAINMENT:**

**Diploma in Telecommunication Technician**

AMA Telecommunications Center

Pampanga, Philippines

Year 1997 – 1999

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

***Note: Authenticated credentials available upon request.***