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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.***