



**ELIZALDE M.  
GUALBERTO**  
**Logistics Operation  
Manager**

**SUMMARY**

To explore my career and to find a challenging work where I can able to apply my knowledge and experiences at the same time making me grow as an individual by continuous education thru experience. Detail-oriented and effective managing multiple projects, possesses superior Organization and communication skills.

Innovative and proficient in extracting financial data from various reporting systems and suggesting key operational changes

Ability to fill in at a moment's notice, quickly mastering new systems, processes and workflows.

**EDUCATION**

College: IETI College Of Science and Technology

Degree: Bachelor of Science in Electronics and Information Technology

**CONTACT INFO**

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Abu Dhabi, UAE

Philippines

PASSPORT NUMBER:  
P1797528B

**TRAINING,CERTIFICATES & SKILLS**

ISO training in Quality time. Adnoc Store Operation in IT support. Computer proficiency, Data Entry Operator, Graphic Design, Fundamentals in Operation Management, Warehousing & Inventory controlling cert.

Researcher, Lister.  
Light vehicle Driver Driving Heavy Vehicle Truck, Kalmar, Bobcat and forklift operator, frame master assembler.  
Instrumentation technician  
BSN Airfield Cargo training  
Firefighting Safety Health Training.

**EXPERIENCE**

***ROZEY CARGO SERVICES LLC***

Sales Operation Manager

Dec.2023 – PRESENT

Oversaw all aspects of logistics operations, including supply chain management, transportation logistics, vendor management and inventory control.

Developed and implemented strategic plans to optimize supply chain process improvement, Implemented inventory control measures by reducing excess inventory levels.

Team leadership by providing guidance, training, and support to ensure high performance and productivity. Coordinated with suppliers, carriers, and distributors to ensure timely delivery of goods and services to customers. Implemented performance metrics and to track and monitor operational performance, identifying areas for improvement and implementing corrective actions.

Led cross-functional teams to streamline processes, improve efficiency, and enhance customer satisfaction. Ensured compliance with regulatory requirements and company policies and procedures of Strategic Planning.

***SDR CARGO AND LOGISTICS***

Sales Operation Executive

Mar.23 - N o v . 2 3

Manage end to end event operations, including planning, logistics executions and processing shipment records by tracking and updating the Managing status of work orders both inbound and outbound. Monitors billing and shipping cost by evaluating financial reports and analyzing freight vendor pricing as per company policies and procedures. Facilitate quick communications with suppliers and vendors regarding shipment documentation and collaborate with agents, carrier & other personnel for transport needs and efficient customer service.

Coordinates clearing and forwarding of all export shipment orders by authorizing freight forwarders to ensure compliance of organization's policies. Ensure billings are done timely and correctly as per agreed rates and quotations.

***PROPHARMA MEDICAL SUPPLIES***

Purchasing Coordinator

May 2013 - Nov.2022

Selling and Coordinating and promote of urgent medicine to hospital, clinics and pharmacies, Introduce new company products to healthcare and pharmacies

Arrange and coordinating for the medicine orders ensure for counting and inventories to be ready for delivered, Dealing and Coordinating with other pharmaceutical companies for the ordering of medicines, looking for other pharmaceutical vendor for dealing of medicines to be order and arrangement.

### ***Dover Vantage Corporation***

Warehouse Supervisor

Feb.2010 – April 2013

Provide Operational leadership of materials handling of staff to support company projects.

Lead warehouse daily activities which include receiving, checking, loading of local and international vendors deliveries. Monitoring traffic of inbound and outbound shipment and materials.

Inspect materials received for quantity and quality conditions, Supervise day to day activities including materials delivery to the project site, Distribution and recording of items received distributed for the day

Maintain inventory Control of materials including physical counting and reconciliation against system records generates reports managements. Weekly and Monthly Reporting to Managers.

### ***Abu Dhabi National Oil Company (ADNOC)***

Store Supervisor

June 2002 - Jan.2010

Inspect and check all invoices and receiving report to determine if quantity ordered matches quantity received and validates all accounting reports to ensure that they are submitted on time. Analysis of product movement reports and executes action to remedy declines and propagate potential key categories. Accomplishes performance appraisal through meeting with Vendor to ensure objective and clear assessment. Oversees the maximization of display spaces to ensure the generation of gross profit yield in relation to customers satisfaction Sending back up files every end of the day to the main office. Purchase order through different vendor and invoice recording.

### ***Gualberto Traders***

Sales Operation Supervisor

Sept. 1988 – June 2002

Checking and order of medical supplies and instruments, Perform a variety of clerical duties to ensure the the equipment and instruments were shipped on schedule by vendors. Assist in analysis of market determine product availability keep abreast of market fluctuations affecting prices, Informing of new product development. Monitoring and comparing prices of suppliers through vendors. Encoding report of the order and filling inbound and outbound documents, Assisting clients in choosing best product to meet customers need, Assist and Arrange vendors in deliveries of medical equipment and instruments.