



# VICTOR SICAT

## SUPPLY CHAIN MANAGEMENT

### CONTACT

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 MRC Dapdap, Mabalacat City,  
Pampanga, Philippines

### SKILLS

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- Production Planning & Control
- Material Requirement Planning
- Manufacturing Management
- Warehouse Management
- Inventory Management and Control
- Material/Product Sourcing and Procurement
- Supplier's Negotiation and Contract Management
- Shipping and Logistics
- Demand Forecasting
- Financial Planning
- Project Management
- Administrative Management
- Contracts Review & Settlement
- General and External affairs
- Occupational Safety & Health
- Environmental Management System
- ISO 9001 and ISO 14001
- Regulatory Compliances
- Bookkeeping: Quickbooks

### PROFESSIONAL PROFILE

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Progressive working experience in supply chain management set-up with 15 years of experienced supporting procurement, manufacturing, warehousing and shipping operations. Proficient with negotiating supplier contracts, overseeing warehousing operations and demand forecasting.

### WORK EXPERIENCE

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#### **Purchasing, Warehouse and Administrative Manager**

**September 2019 - November 2023 - T.Y. Composite Int'l Corp.**  
**FIBERGLASS COMPOSITE MANUFACTURING**

JOB DESCRIPTION: Warehouse Manager

- Monthly planning for all aggregate material requirements and procurement to support manufacturing operations based from client's production forecast and confirmed purchase orders, supplier's delivery lead times and material inventories.
- Supervise daily warehouse activities, including quality assurance, inventory control, space management, logistics.
- Comprehensive monitoring of all warehousing operations to support production and prevent downtimes and material runout and spoilages. These includes material receiving, inspection, stacking and tagging, picking and issuances control and inventory turnover analysis.
- Monitoring and control for all material inventories relative to material budget allocations and forecast requirements. Reconciliation of all inventories and stock replenishments.

JOB DESCRIPTION: Purchasing Manager

- Overseeing the end to end procurement process, from requisition to delivery, ensuring timely and cost-effective procurement materials and services.
- Implementing procurement strategies through price trends monitoring on materials and negotiating purchasing stock volumes of competitive price thru availability of supply and production demand and payment terms.
- Leading the development of new and established supply chain partners through interview meetings and onsite office inspection.
- Monitors suppliers compliance with contract agreements and address non-compliance promptly.
- Collaborate with sales team to manage procurement budgets, forecast and safety stocks.

## SOFT SKILLS

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- Organizational Management
- Analytical and Problem Solving
- Effective Communication and Interpersonnel Skills
- Leadership and Teamwork
- Flexibility and Adaptability

## OTHER SKILLS

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- Amazon Product Research
- Social Media Management
- Facebook Adds
- Photo and Video Editing
- General Virtual Assistant
- Virtual Bookkeeping w/ QBo
- Videography and Vlogging
- E-commerce

## TRAININGS & CERTIFICATES

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- Virtual Bookkeeping: QBo & Zero
- General Virtual Assistant
- Safety Management
- Work Environment Measurement
- Industrial Ventilation
- PCO Guidelines for Managing Head
- B.O.S.H. Training
- Emergency Preparedness
- Trainers Development Program
- Leadership & Service Excellence
- Supervisory Development
- Philippines Environmental Laws
- Warehouse Management
- Supervisory Development
- Basic Fire Brigade
- ISO 9001 QMS & Internal Audit
- ISO 14001 QMS & Internal Audit

## WORK EXPERIENCE

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JOB DESCRIPTION: Administrative Manager

- ·Oversee administrative functions, general affairs and external affairs including liaises to Local and National Government regulatory agencies for all compliances and permits and renewal.
- ·Development and implementation of company rules and regulations relative to National Labor Standards.
- ·Employee's recruitment, screening, orientation, training and deployment and pacifying employee's grievances.
- ·Managing security services, cafeteria operation's and utility and transport services and maintenance. Hotel booking accommodations for international guests and scheduling of each vehicle transport services.
- ·Reviews and negotiations of all contracts for all third party services providers: all legal, manpower providers and other operation's consultants to the best interest of the company.
- ·Liaises to Industrial Park management for concerns and compliances to internal rules and restrictions.
- ·Overall planning and development of company's safety and environmental programs, implementation and compliances to Occupational Safety Standards and Environmental laws.

### **Planning, Delivery and Order Manager**

March 2010 - September 2019 - FRP Composite Int'l Corp.

### **FIBERGLASS COMPOSITE MANUFACTURING**

JOB DESCRIPTION:

- Oversee and manages multiple departments that supports the supply chain; materials planning and production planning department, sourcing of suppliers and purchasing management, warehouse management and inventory control, packing & shipping operation and factory and facility preventive maintenance.
- Prepares material plan for each monthly production run in reference to bill of materials, forecast trends, acceptable inventory levels and which involves material ordering, sourcing and inventory control.
- Prepares production schedule for each monthly production run in reference to forecasted P.O. and manpower requirements, shipment schedule and production capacity.
- Oversee and supervise warehousing operations that involves the preparations and issuances of raw materials , consumables, packaging supplies and finished goods; and other duties that includes material sourcing, receiving and inspection, stacking and tagging, picking and issuances control and inventory turnover analysis and reporting.

## EDUCATION

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- Industrial Management
- English Language Proficiency

## LANGUAGE

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- English
- Basic French

## PERSONAL

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- Nickname : Vic
- Civil Status : Married
- Height : 5 feet and 8 inches
- Weight : 76 kgs
- Faith : Apostolic Christian (JMCIM)

### JOB DESCRIPTION:

- .Oversee and supervise packing and shipping operations which involves shipping plans, packaging requirements and loading schedules, space utilization and manpower allocations.
- .Oversee and supervise facility and maintenance department which primary responsibility is to upkeep factory operations including preventive maintenance, housekeeping, compliance to local building standards and budget preparations.
- Environmental, Health and Safety management for program implementation and regulatory compliances.

### **Senior Planner - PPIC**

**April 2009 - March 2010 - Glades Int'l Corp.**

**THERMOFORMING AND INJECTION MOLDING MANUFACTURING**

### JOB DESCRIPTION:

- Material Requirement Planning and Requisition.
- Production and Machine Scheduling.
- Sales Order Fullfilment and Dispatching.
- Sales Coordination and Sales Review

### **Production Planner**

**February 2007 - April 2009 - Outback Fivestar**

**PLASTIC ROTO-MOLDING MANUFACTURING**

### JOB DESCRIPTION:

- Material Requirement Planning and Requisition.
- Production and Machine Scheduling.
- Customer Coordination for Purchase Request.
- Shipment Planning and Loading.

### **Production Supervisor**

**July 2002 - July 2006 - Chitai Industry Phils.**

**WAX INJECTION-PRECISION CASTING MANUFACTURING**

### JOB DESCRIPTION:

- Production Supervision.
- Machine Set-up and Mould Installation.
- Production Plan and Manpower Allocation.
- Machine Operations and Trouble Shooting.

### **Machines Operator**

**September 1996 - July 2002 - Mayleen Paper Inc**

**PAPER MAKING MANUFACTURING**

### JOB DESCRIPTION:

- Operates converting Machines like Winders, Logsaws.
- Operates De-Inking, Stock Prep and Paper Machines.
- Machine Set-up and installations.
- Machine Operations and Trouble Shooting.