

Enrico Martinez

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Summary

Hardworking with in-depth knowledge consumer trends. Exceptional interpersonal skills for dealing with customers and motivating staff. Excellent written and verbal communication skills. Solid grasp of standard industry technology. Dedicated as storekeeper with experience managing warehouse operation over 13yrs with storing keeping water-tight records. Thorough working knowledge and best practices. Passion for helping employees reach potential.

Experience

Senior Storekeeper, 12/2022 - Current

Nesma and Partners - Al Khobar, Saudi Arabia

- Maintained store presentation standards and clean, tidy, and well-organized.
- Supervises regular physical inventories, including cycle counts.
- Response receiving to assure the material are completed based on Purchase order.
- Responsible for keeping stock record for equipment and chemical area organize safety procedures.
- initiate purchase requisitions for the replacement of stock of all regular level of any item of store and to reserve a particular material for a specific job when so required as well Supervise other staff members and organize safety procedures.

Assistance hotel Storekeeper (cruise ship), 12/2021 - 10/2022

Royal Caribbean Cruises LTD - Miami, Florida 33132, United state of America

- Responsible Executes weekly inventories of Hotel Consumable, and Uniform Stores
- loading procedure, the Hotel Storekeeper will ensure that all products are being moved into proper storerooms within an acceptable time frame and in charge to cross check invoices and actual deliveries of hotel consumable, chemicals, equipment, and uniforms and to prepare formal report on this to Hotel Inventory Manager.
- responsible to review the on-board stock level for consumable, chemicals, equipment and uniforms, to ensure the shortages are being reported in time in order to provide time for Department to react if needed. And Works in close co-operation with all Departments Heads and keeps control over items in stock
- Calculates and ensures that all order forecasts and projections are based on length of voyage and number of guests carried for that respective voyage.
- Keeping track of uniform par levels, making suggestions for future ordering my Inventory Manager as well Operates forklift and other related equipment used in Hotel Stores area.

Warehouse supervisor, 03/2021 - 12/2021

Dominion Chemicals Corporation - Pasong Tamo Extension, Makati, Metro Manila, Philippines

- Plan, organizes, supervise, and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- Train, supervise and evaluate the performance of assigned warehouse employees; assign workloads to warehouse workers. oversee Receive, unpack, pack, load, issue, store and deliver materials, or equipment; complete packing slips for shipments as assigned Route, schedule, pack and prepare orders for delivery; load vehicles; schedule and oversee deliveries and pick-ups.
- Supervise the processing of requisitions and requests to invoice for reimbursements of warehouse codes; complete requisitions for needed materials to assure adequate stock levels always monitoring expiry and FIFO and FEFO as well Cycle Count Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required; supervise the assembly of inventory printouts and catalogs as required. Monitor automated warehousing system; operate a computer to enter data, correct errors and control key screens as required. Assure proper and routine maintenance and servicing of warehouse vehicles.

Senior Material controller, 02/2019 - 02/2020

Saudi Aramco Shell Refinery (SASREF) - Jubail, Saudi Arabia

- Responsible for the physical receipt, inspection and documentation of incoming/outgoing project materials and equipment and make sure that freight is properly packaged and labeled and MESIC # each item as well Purchase.
- Ensures all materials are received, inspected, stored, maintained, and issued in a timely and compliant manner.
- ensuring that relevant stores/warehouse/yard personnel are aware of deliveries and that they allocate space for goods on arrival. As well Responsible for completing the project specific Materials Management Procedure
- Email to inform a focal point to inspect the material of integrity and communicate internal departments about materials such a damage.
- Ensures proper creation, filing, and dissemination of all Material related paperwork. Inventory control and part preservation team and Trains employees, staff and/or craft labor on proper receiving, storage

Storekeeper, 09/2015 - 12/2017

Al Asry Electric switchgear & panel board manufact - Dammam, Saudi Arabia

- Delivered quality service with friendly and professional demeanor.
- Receives and actual inspects all incoming materials and reconciles with purchase orders; processes and Distributes documentation with purchase orders; reports, documents and tracks damages and Discrepancies on orders received.
- implement the physical inventory (cycle count) weekly and month end reconcile keep complete and serial records and files to cover all work needs for documents & reports reservation material as well
- Perform to confirm the availability and implementation of quality terms, safety and security and needs during the daily W/H operations & transactions same as: receive, issue, storing, To distribute and send W/H documents of receiving, issuance, return respective depts
- initiate on weekly base report vide the damaged, short, rejected, and excess items Controls the disbursement of supplies and material through directing the posting of inventory control.

Storekeeper, 03/2013 - 05/2015

Danya Foods Corporation - Riyadh, Saudi Arabia

- Ensure daily smooth operation logistics warehouse flow handle Depot in Jizan Perform in depth analysis Demand trend for objective of understanding demand input for planning inventory control.
- perform cost/benefits to optimize the stock allocation thro monitor all stock in mini market salesman van and special delivery as well. Coordinate inbound manager for resolving issues (such as packing, damages etc)
- Identify root cause for such issues. Direct corrective actions; Coordinate with Group Sales / Domestic sales Dept: and Resolve issues related to dispatch to efficiently delivery.
- Monitors inventory variance and takes corrective action, if necessary and, Hands on supervise FEFO/PIPO, and monthly reports on promotion left over, and re-launched old stocks.
- Communicates to the branches the stock availability and to maintain stock control, transfers and out of stock. And reports monthly short expires Follow up and receive new price structures and coordinate with finance for system update.
- Implement in policy & obligation warehouse and company policies and enforcing safety regulations Supervise receipt of all shipments Process receiving, discrepancy, and damage reports as needed.
- routing to appropriate area or personnel Encourage and developing maintaining work qualities at all times.

Warehouse Supervisor, 09/2012 - 02/2013

BIO-THERM Corporation - Ortigas center Pasig city Metro Manila, Philippines

- supervise the daily warehouse and shipping areas including work forces and scheduled to ensuring accuracy of shipments and supports documentation and receiving incoming materials and routing to appropriate area or personnel.
- Accurate inventory transaction and forecast or communicate finishing good Measuring and reporting the effectiveness of the department activities Encourage and developing always maintaining work quality.
- Establish or adjusting work procedures to meet warehouse demands.
- Implement in policy & obligation warehouse and company policies and enforcing safety regulations.
- Ensure daily inventory transaction as well keep at cost product quality and measurement standard and procedures and to ensure supplier to meet the requirement standard procedure Conduct quality inspections according to specific requirement to ensure the quality standard are met.
- Communicate top management in term of supplies delivers and other issue. Provide or recommendation improving quality warehouse in safety manner oversee all shipment and finished product.

Warehouse Receiving planner, 07/2010 - 07/2012

AL AZIZIA PANDA UNITED Supply chain - Jeddah, Saudi Arabia

- in charge of importation inbound and local produces item receiving all incoming import such an apple etc. to inform my line manager and dry goods.
- taking a sample test to all items inbound import and local send e-mail for damage % Weekly report and monthly inventory all slow-moving produces and advice for free issue .
- coordinates with other operation warehouse such a team leader and other DC. communicate receiving team and analyze the purchase order and solve issue
- modify the PO QTY and cost with the prior approval of inventory controller and buyer respectively in post, direction from warehouse team leader other designated official on top urgent and critical issue
- communicate the delivery issue to commercial team and supply chain like cost, qty and barcode ensure all supplier companies by our standard policy with the valid purchase order base on system
- generate daily report for all receiving details and pending purchase order and communicate to respective supplier manger. organize weekly meetings with my own team to discuss some issues and improved standard availability of DC.

Warehouse, inventory controller, material costing, 01/2010 - 07/2010

Mitsubishi Motor - DASMARINIAS Cavite City Metro Manila, Philippines

- Conducted regular stock counts on inventory containing up to product varieties.
- coordinate and communicate to operation team as well managers ensure parts availability at any time by monitoring stock level and request parts that minimum level.
- generate wall to wall monthly and weekly inventory.
- forecast all the material needed for new planning materials for reworks etc.
- select and proper location and storage of all such item and issuance distribution according to supply
- Maintained excellent supplier relationships to obtain best deals and turnaround times for stock reorders.

Warehouse checker outbound, documentation, 11/2008 - 12/2010

C, J GLS PHILS, Logistics company - Axis Road kalawan dos, Pasig city, Philippines

- we are the 3rd party of Samsung electronics Phil.
- Carried out day-to-day warehouse duties with care and attention, maintaining compliance with safety standards.
- Data entry all dispatch and incoming and outgoing delivery thru system in order forecast the following day.
- checking all purchase order Thur. SAP system, to avoid wrong delivery base Load sheet.
- Ensure all picking are ready to Dispatch on time and good condition and accurate based on customer order to avoid delivery rejection.

Warehouse receiving, checker, 04/2007 - 04/2007

Delbros Incorporated - Port Area, Manila, Philippines

- Worked overtime shifts to maintain optimal workflow during busy periods or times of unexpected high volume.
- I handle pharma. cosmetics product picking in-charge, distribution of pick list for actual picking.
- Studied products to identify irregularities, blemishes and production errors.

Clerk, 05/2006 - 11/2006

Bank of the Philippine Islands - Intramuros, Manila, Philippines

- Identified data discrepancies through careful analysis, promptly researching issues for quick resolutions.
- monitoring all check to be storage to the vault on its respective cycle retrieval physical check
- answers all call coming from the branch and log all they need to retrieval as per request to the branch.
- log the check and sign to manager for deliver to the branch.

Warehouseman, 10/1998 - 01/2001

ATC Crompton Industrial - Domestic Road Pasay City, Philippines

- I handle parts of generator, electrical parts.
- Checking of outgoing stocks and in coming based on its load sheet.
- Ensure all picked stocks for dispatch are in good condition.
- Assist checking in coming stock delivery.
- Managed complex warehouse, delivery and inventory issues without assistance or supervision.

Skills

- Opening and closing procedures
- Staff supervision
- Product ordering
- Scheduling
- Can work under pressure.
- Open to challenges
- Flexible regarding roles and responsibilities
- Hard Worker willingness to learn.
- can operate toner forklift and electric jack pallet.
- knowledge, System, Applications and Products in Data Processing, (SAP)
- MS Office application and JDA system software, D, MAS software, ATHEN software. ERP TALLY. Crunch Time Enterprise Manager Software.

Education

1997 Las Piñas National High School - Bamboo Organ, Las Piñas City

Higher National Diploma

- high school Graduate

1997-1999 Arellano University - Taft Ave. Pasay City

- 2yrs- collage