

## **LEROY R. NAUNGAYAN**

12 St., Green Community Village, Dubai Investment Park 1  
Dubai, United Arab Emirates  
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### **CORE QUALIFICATION:**

- Knowledge of ISO:9001-2015
- Excellent knowledge of E-Mirsal 2 and Harmonized System (HS) Codes
- Excellent technical skills on Software (Microsoft Office), Operating Systems management and troubleshooting
- Read and interpret technical drawings for those product
- Attention to detail and problem solving skills
- Fast and accurate typing or data entry skills
- Extremely organized and able to multi-task
- Excellent verbal and written communication skills
- Teamwork and goal-oriented mindset to help meet high-volume targets

### **PROFESSIONAL EXPERIENCE**

*KINETICS MIDDLE EAST LLC (Dubai Investment Park 2, Dubai)*

#### **Quality Control Technician - Dec 2020 – Present**

- Ensuring the delivered materials and products meet with the company standards and as per the submitted drawing provided to suppliers for fabrication
- Ensures quantity and material specification is match to the packing list as per the purchased order. (Model, Serial No., Dimensions, etc.)
- Reporting quality and quality discrepancies to supervisor, management and to the suppliers
- Communicate to international and local suppliers for any discrepancy such as shortage, damage and other lacking item
- Develop and maintain inspection reports in a form of NCR (Non-conformity report)
- Ensuring that the materials does not hindered to the company production
- Ensuring the quality inspection of the returned materials from the customer are receive in good condition

*SUPER TECHNICAL FZCO (Jebel Ali Free Zone, Dubai)*

#### **Logistics Data Entry Specialist - May 2018 – Nov 2020**

- Read and interpret documents such as invoices and ship lists
- Submit and declare documents on Dubai Trade based on import, export and internal transfer
- Ensuring items properly tagged and arranging domestic and international deliveries as per Customer Order or Purchase Order
- Check in new inventory into proprietary software, inspecting each item for flaws and documenting item's measurements and physical description
- Examine and unpack incoming shipment; record shortages and rejected damaged items
- Conduct research as necessary to verify item name and description to item received
- Communicate with supplier for defective and lacking item
- Liaising with various departments for the provision of receiving information as requested
- Check thoroughly customer's proofs and details for PO's requirements
- Types detailed information into database with a high level of consistency and accuracy

- Set the schedules for the team, ensuring that tasks are carried out in a timely manner, and that members of staff are fulfilling their role within the department.
- Resolves any issues that arise and deal with conflicts

*AL AZEEZ TRANSPORT AND CARGO LLC. (Dubai, United Arab Emirates)*

**Warehouse Controller and Coordinator/ IT Technician - Sept 2016 – Dec 2017**

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Prepares product for shipment by verifying location; directing movement to staging area; resolving problems
- Loading and unloading shipments and ensures inventory transactions' accuracy
- Process document clearing and exit papers for customs purposes
- Verifies product inventory reports by comparing logs and reports; adjusting entries.
- Measure and report the effectiveness of warehousing activities and employees' performance
- Update financial data in QuickBooks database and maintain items record and documents.
- Update accounts receivable and issue invoices.
- Monitor warehouse expenses and budgets
- Documents actions by completing forms, reports, logs, and records; maintaining databases.
- Repair and recover from hardware or software failures of different departments

*DEPARTMENT OF PUBLIC WORKS & HIGHWAYS (Sarangani, Philippines)*

**Construction and Maintenance (Area Coordinator/Data Encoder) - Feb 2014–March 2016**

- Identify and resolve maintenance, materials, supplies, and staffing issues
- Maintain, update, and plan the schedule, including assigning tasks to staff and hiring contractors
- Inspect sites regularly, responding to complaints and evaluating status and needs
- Review, evaluate, and prioritize requests for maintenance
- Report on activities, budget, supplies, and planned projects

*BLACKSTONE MANPOWER & GENERAL SERVICES (Sarangani Province, Philippines)*

**System Administrator/Computer Technician - Dec 2012 – Jan 2014**

- Perform daily system monitoring, validating the integrity and accessibility of all hardware, server resources, systems and key procedures, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary
- Repair and recover from hardware or software failures

**PROFESSIONAL DEVELOPMENT**

- **KME Protocol Returned Materials** March 2022  
DIP 2, Dubai, United Arab Emirates
- **Quality Control Checklist** September 2022  
DIP 2, Dubai, United Arab Emirates
- **Product Diversification and Usage** November 2021  
DIP 2, Dubai, United Arab Emirates
- **Supplier Evaluation Report Training** March 2021

- DIP 2, Dubai, United Arab Emirates
- **Proper Asphaltting and Disposal Seminar** January 2016  
Alabel, Sarangani Province, Philippines
  - **Construction and Maintenance Safety Training** October 2015  
Alabel, Sarangani Province, Philippines
  - **Microsoft Office Seminar** June 2015  
General Santos City Hall, Philippines
  - **Microsoft Power Presentation Seminar** April 2015  
Maitum Municipal Hall, Sarangani Province, Philippines

## **EDUCATION**

NOTRE DAME OF DADIANGAS UNIVERSITY, General Santos City, Philippines 2007 – 2012  
**Bachelor of Science in Information Technology**

## **PERSONAL DATA**

NATIONALITY: Filipino  
 DATE OF BIRTH: 03-23-1991  
 GENDER: Male  
 MARITAL STATUS: Married  
 LANGUAGE/S: English and Tagalog