

MEYNARD TARUN

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PROFESSIONAL PROFILE

I am an experienced professional, high organized, and detailed oriented person with over 11 years of experience in a multinational company supporting operations management, administrative tasks, managing schedules, coordinating meetings, and maintaining efficient communication, problem solving, and workplace productivity.

EMPLOYMENT HISTORY

Production Coordinator / Machine Operator

Nestle Dubai Manufacturing - Dubai (May 2012 – April 2024)

- Analyzes and validates production data; validates materials usage transactions and investigates associated variances, research failed material usage and declared production process errors, evaluates, and corrects machine hours and quantity produced transactions in support of costing and manufacturing efficiency.
- Performs Raw and Packaging Materials Management Functions; Initiates and manages materials movement transactions in direct support of Materials Handling processes. Investigates and corrects system-generated error messages (or unused transactions) related to Materials Handling functions. Provides coaching to plant employees and material handling personnel on material movement function.
- Performs Inventory Management Functions; Initiates inventory cycle count process as needed to support analysis of variance. Performs balance reconciliation between SAP raw/packing material warehouse and inventory management systems.
- Supports continuous improvement efforts; Analyzes plant floor process errors to determine root causes of SAP transactional history. Works with production management to develop action plans for addressing process failures. Provides timely feedback to plant production and material handling personnel in support of continuous improvement initiatives. Participates on continuous improvement teams.
- Operate, clean, and inspect equipment, complete effective and efficient changeovers.
- Ensure Regulatory Compliance and adhere to the quality standards outlined in the HACCP plan, QMS and other quality SOPs.
- Pull product samples as required and perform quality inspections on the product and packaging.
- Perform the sanitation of the equipment and area (includes disassembly and assembly of equipment)
- Making recommendations on how to improve the operation to optimize production with positive contribution to all key plant indicators safety, quality, cost, and service.
- Perform daily, routine safety inspection of material handling equipment.
- Execute Preventative Maintenance and inspections of equipment.

Warehouse Coordinator / Stock Controller**ARC Refreshment Corporation - Philippines (September 2006 – March 2012)**

- Follows established procedures and guidelines to handle, record and dispatch goods in a store or warehouse, which includes receiving incoming goods, checks for damage and discrepancies between goods and invoices.
- Picks orders, packs, and dispatches outgoing goods according to written or verbal orders and enters data into a database or other computerized system to maintain up-to-date stock and inventory records. Properly prepares shipments, loads vehicles, and prepares necessary documentation for all shipments.
- Operates forklift to move freight into and out of the warehouse.
- Loads and unloads freight and assists in the control of storage areas for packaging materials, ingredients, and finished products and may schedule freight movements in cooperation with immediate team leaders and/or production team leaders.
- Assists with shipping personnel and Plant Quality Assurance to handle, sample and make proper disposition of all excess/rejected ingredients.
- Ensures that correct security procedures are observed in handling of packaging materials, ingredients, finished product, shipments, paperwork and general freight movement into and out of the warehouse.
- Assists in inventory control procedures (e.g. cycle counting) for all packaging materials, ingredients, and finished product.
- Performs other duties related to Good Manufacturing Practices, shipping, receiving, minor maintenance, or other duties as required by the supervisor.
- Order selection: Picking orders and stacking cases to build pallets.

Production Clerk**Nestle Philippines Inc - Philippines (February 2006 – August 2006)**

- Ensure the organization of production on your line/machine through control of production standards.
- Operate line/machine and make adjustments as well as help with diagnosis in the event of a breakdown.
- Track and manage production orders via SAP and DMO IT tools.
- Continuous consumption of materials to guarantee the traceability of our products as well as visibility of our losses, anticipation, and escalation in the event of a lack of materials (packaging, labels)
- Ensure good manufacturing practices according to the QMS (including quality controls), settings and adjustments according to workstation instructions.
- Be versatile and work in different sectors of the factory according to production needs.

Sales and Customer Service Representative**Company E Corporations - Philippines (October 2004 – March 2005)**

- First point of contact for inbound/ outbound calls and triage for required actions.
- Managing couriers/ deliveries and advising customers of status updates. Label all delivered items corresponding to item codes/name of suppliers.
- Liaising with customers regarding reconciliation paperwork, conduct monthly physical count,
- Follow set production schedules and communicate with all stakeholders regarding status updates.
- Conduit between customers and production teams regarding orders/ file status.
- Report management for incoming orders/files.
- Processing of customer freight credits.

EDUCATION

Bachelor of Science in Business Administration

Rizal Technological University
Manila, Philippines

High School

Ramon Magsaysay High School
Manila, Philippines

PROFESSIONAL CERTIFICATES / TRAININGS

- **HACCP** – Certification and Training
- **HALAL** – Certification and Training
- **ATEX** – Certification and Training
- **Machinery Training Modes of Intervention** - Certification and Training
- **Safety and Risk Assessments** - Certification and Training
- **Lean Management** -Certification and Training Online

HOBBIES

- Photography and Videography
- Playing basketball, badminton, and swimming

CHARACTER REFERENCES

Ms. Darine Eljachi

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