

# CHRISTOPHER G. GADDI

EXPERIENCED WAREHOUSE & LOGISTICS IN-CHARGE

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## PROFILE

With over 11 years of experience in Warehouse cum Logistics In-charge and 13 years Warehouse Supervisor, I take pride in being a dedicated and accomplished Warehouse Head. Possessing a demonstrated history of successfully optimizing operations, curbing costs, and elevating overall efficiency. My proficiency in optimizing Warehouse operations, reducing costs, and enhancing efficiency has been consistently reflected in my proven track record. Eagerly pursue a challenging role wherein my proficiency in leadership, strategic planning, and process enhancement can play a pivotal role in steering the success of a dynamic and forward-thinking organization.



## WORK EXPERIENCE

### WAREHOUSE & LOGISTICS IN-CHARGE | 29 SEP 2012 - 31 MARCH 2024

Alpine Electronics of Middle East FZE, Jebel Ali Free Zone, Dubai - UAE  
Middle East Office - Specializing in Car Audio / Video & Navigation Systems

- Place order and Forecast to Factory through SEIHAN sheet coordinates with Head Quarter SEIHAN team about Shipment volume details.
- Manage stock evaluation and purchases from the headquarter;
- Coordinate with Agent about ETA, Customs Clearance, and Shipment Delivery.
- Unload, physical checking of Goods, and arrange to the respective Place.
- Coordinates with Distributors (Local/Overseas) for their current Order, Back Order and Forecast.
- Handle Purchase Orders, Acknowledgments, Validate Pricing List through GM info.
- Send current Stock List and incoming shipment, take orders through Purchase Order, create Proforma Invoice send it to the Distributors with the agreed Payment terms.
- Instructs Warehouse staff to prepare the Orders and follow distributor instructions.
- Make Shipping Documents (Commercial Invoice, Packing List, Delivery Advice, Tariff Code and Transfer of Ownership (If Free Zone to Free Zone) and send it to Distributors or nominated Agents for Custom clearance.
- Making manual GRV for Cheques, T/T received, and updating them in Focus system.
- Information dissemination to management on order status (Seihan)/Sales Status and monthly consolidated reports as the need arises.
- Analyze and generation of Monthly Sales/Purchase/Inventory/Balance & Order Report and submit to HQ, MD and GM.
- Sending reminders for Customer Payments and other statement of Accounts.
- Managing of office supplies and maintenance of office/WH equipment.
- Direct reporting of all task to Managing Director and General Manager

### WAREHOUSE SUPERVISOR | MAY-2005 TO 15 SEP - 2012

Hamid Fallah Trading Company L.L.C., Dubai, United Arab Emirates  
WHOLE SALE and RETAILER OF GENERATOR, WATER PUMP and AGRICULTURAL EQUIPMENT

- Supervised the day to day operation of the Warehouse and maintained the cleanliness and arrangement of stored products/items.
- Developed and implemented strategic plans to optimize warehouse efficiency and reduce operating costs.
- Internal Control of Incoming and Outgoing Delivery (made sure that the products are in good condition upon receiving and sending)
- Provided labour instruction for loading and unloading.
- Complied to all legal and safety procedures in the warehouse.
- Performed other duties from time to time as per Management Instructions.
- Monitored Sales Service Work Shop and checked if all Warehouse goods are in perfect condition and planned to make space for incoming import goods.

## EXPERTISE

Warehouse Operations

Logistics Coordination

Inventory Management

Manufacturing / Production Management

Filing Management

Process Improvement

Customer-focused communication and support

Knowledge of Regulatory Compliance

Team collaboration and Leadership

Forklift Operator ( up to 2.5 toner )

Shipping & Export Permit Document and Data Analysis

Supervision and Leadership

Quality Control Knowledge in ISO 9001:2000 version (Procedure & W.I.)

## WAREHOUSE IN-CHARGE | MAY-1999 – APRIL-2005

### QUALITEK-DELTA PHILIPPINES. INC., MARIVELES, BATAAN – PHILIPPINES MANUFACTURER OF SOLDERING PRODUCTS (Bataan Economic Zone)

- Received and issued materials from outside vendors:
- Unloaded and actual checked of received imported and local materials.
- Stored raw materials and finished goods on their respective place and protected them from damage.
- Checked the actual description and quantity as stated in Material Issuance Ticket.
- Issued and prepared the request material needed in the production.
- Issued Material Issuance Ticket for alloy materials to the department request and filled-in the actual quantity issued Requisition and Issued Slip for other material and kept copies in the WH.
- Recorded the House Order with complete description, quantity and instruction.
- Checked the delivery schedule list, if the orders have house orders and stocks.
- Conducted weekly, monthly and yearly inventory.
- Checked all incoming/outgoing materials and finished goods as per record.
- Checked the actual quantity of materials and finished goods.
- Prepared inventory summary report and submitted it to the Finance Department.
- Made a memorandum for the inventory schedule for the whole month and distribute it to all departments concerned.
- Daily recorded of Metal/Alloy transactions of all departments.
- Submitted the Inventory report to the General Manager and distributed it to the CEO, COO, Asia Headquarters, Operation Administrator and Finance Department.

## PRODUCTION (CUTTING DEPARTMENT) FOREMAN | MAY-1994 TO APRIL-1999

### P.K. EXPORT COMPANY, INC – MARIVELES, BATAAN, PHILIPPINES

#### SHOE MANUFACTURING (Reebok / Nike) (Bataan Economic Zone)

- Controlled and directly supervised leather section, provide systematic procedure to achieve efficiency in the flow of production.
- Monitored individual production output and responsible in attaining overall sections target output to reach supply level for the preceding section.
- Coordinated with R&D and QC Dept. for quality standards and give instructions to subordinates about Specification and Quality Standard to eliminate defects and B-Grades.
- Issued orders and instructions necessary for line operations on a daily basis.
- Implemented company rules and regulations to provide harmonious relationship among all operators, and issue disciplinary action to define the rights of everybody.
- Directly reported to Department Head for operation.
- Coordinated with the Engineering Department for maintaining line machine operational and functional.
- Held meeting to anticipate problems during operation

## EDUCATION

Computer Career Course  
With authenticated Certification  
*Megabyte College of Science and Technology*  
*Guagua, Pampanga, Philippines*  
1990-1992

## TRAININGS / SEMINARS

- Forklift Safety and Operation  
March 19, 1999  
QDPI Mariveles, Bataan, Philippines
- Occupational Safety and Health  
January 25, 2000  
QDPI Mariveles, Bataan, Philippines
- Internal Quality Audit  
December 04-06, 2000  
QDPI Mariveles, Bataan, Philippines
- Introduction to ISO 9001: 2000  
July 30, 2002  
QDPI Mariveles, Bataan, Philippines

## OTHER PERSONAL INFO

Date of Birth: November 24, 1972

Nationality: Filipino

Language: English,  
Tagalog, Basic Hindi and  
Arabic

Marital Status: Married

## CHARACTER REFERENCE

Available Upon Request