



JOHNNAR JIMENEZ

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PROFESSIONAL SUMMARY

Dynamic supply chain professional with a proven track record at Panda Retail Company, enhancing inventory efficiency and customer satisfaction. Skilled in SAP and Oracle, coupled with exceptional negotiation and interpersonal abilities, I consistently exceed operational goals. Expert in leveraging technology and strategic partnerships to achieve a significant improvement in supply chain operations.

SKILLS

- MS Office Proficiency
- Power Point
- SABS
- Verbal and Communication Skills
- Problem-Solving Skills
- Order Management Skills
- Customer Service
- Multitasking
- MS Word
- SAP
- JDA
- Excellent Time Management Skills
- Inventory Management
- Presentation Skills
- Customer Satisfaction
- MS Excel
- Oracle
- Manager I.O.
- Attention to Details
- Negotiation Skills
- Interpersonal Skills
- Strong Organizational Skills

EXPERIENCE

Warehouse - Admin Assistant

July 2023 - July 2024

Scuderia General Trading LLC

- Co-ordinate with Suppliers regarding new shipment
- Co-ordinate with shipping, clearing & forwarding companies regarding cargo shipment, clearance and delivery
- Receive shipments, check counts and report on discrepancies
- Proper count and stocking of products received in the warehouse
- Record Purchase invoices and goods receipts in accounting system
- Maintain cost-sheet for C&F agents
- Maintaining a clean & well-organized warehouse, assembling and distribution center, conducting daily inspection checks of areas
- Plan & receive shipments status reports, advise on shipment size to optimize shipping cost
- Develop and maintain external relationships with regular customers to benefit the company
- Issue sales invoice, credit notes and delivery notes in accounting system
- Record payments to suppliers and from customers
- Follow up with customers for payment based on the due date
- Manage POS sales
- Communicate with customers with regards to shipment collection and regular follow up on payments from customers
- Manage warehouse consumables and replenishments

- Maintain proper inventory records, inventory codes and perform monthly inventory count to match with books
- Report on re-order points for shortfall in inventory
- Maintain proper documentation
- Reporting damages and discrepancies

Order Management Officer – (Supply Chain)

March 2011 - May 2023

Panda Retail Company | Jeddah, Saudi Arabia

- Company Overview: Panda Retail Company is a Saudi Arabian grocery retailing company
- Panda is one of The Savola Group's subsidiaries
- The Savola Group is ranked ninth amongst the top 100 companies in the Saudi Arabian market and ranked second amongst the industrial sector after SABIC (Saudi Arabia's Basic Industries Corporation)
- Oversee receiving and processing of incoming stock, picking orders from the warehouse stock and managing them, and manage warehouse inventory
- Dealing and Negotiate with the vendors and suppliers
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g Letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Assists in the replenishment of assigned products within a collection of assigned suppliers with a goal of maximizing the performance of the inventory as measured
- Replenishment planning: demand forecasting, lead time forecasting, order frequency analysis, service level analysis
- Inventory performance review through data analysis using procurement data warehouses and other tools
- Analyze inventory needs and place purchase orders accordingly for general and customer dedicated stock
- Reviewing order details such as shipping information or payment details to ensure accuracy
- Processing, tracking, and communicating customer orders, either for physical or digital products
- Verifying order availability and quality, inspecting shipments, managing customer satisfaction
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Supervisor - General Merchandise, FMCG & Non-Food

September 2004 - February 2011

Panda Retail Company | Jeddah, Saudi Arabia

- Arranging and maintaining stocks in the warehouse area

- Processing Orders and Receiving the goods against Vendor Invoice
- Conducting Stores and Warehouse Inventory
- Supervises the floor to monitor breaks and ensure coverage during peak times according to Daily Work Schedules
- Ensures their team proactively manages customer needs and exceeds expectations according to standards
- Trains and develops their team on fitting room & cash wrap standards and assists when needed in those zones
- Assists management to identify issues in the store
- Trains their team on product and brand knowledge and ensures product knowledge is conveyed to customers
- Follows all company policy and procedures & notifies management of any infractions
- Assists with special projects as assigned by management

Merchandise- Stocker

October 2000 - August 2004

Panda Retail Company | Jeddah, Saudi Arabia

- Receiving and packing products to stock shelves, ensuring that prices are marked on each item, and arranging attractive displays of merchandise based on current sales promotions
- Ensuring that shelves, bins, displays, storage, and aisles are properly stocked to make sure customers can find and purchase merchandise they are looking for
- File requisition forms to order merchandise on available self-space merchandise on hand, to have own estimate of customer demand
- Periodically counts merchandise to take inventory, to identify which items need to be recorded or replenished, ensure all grocery and general merchandise is properly price and inform stockers of any price changes
- Ensures that the daily merchandise flexing process, daily replenishment process, store communications, store warehouse organization, and store cleanliness standards are properly executed

EDUCATION CERTIFICATION

- Win Leading Others
- Improved Your Personal Leadership
- Certificate in Retail Operations
- AMA TRAINING – MS Office
- SM HYPER MANILA MERCHANDISING TRAINING MANILA TRAINING INST. ENGLISH LANGUAGE

CERTIFICATION STATEMENT

I certify that the particulars given in this application are true and accurate in every detail and reflect a fair position on my circumstances.

REFERENCES

- Tariq Mohammed Ghurab, Supply Chain Planner, +966122394000 (Ext. 10383), Jeddah, Saudi Arabia
- Ahmed Meer, Supply Chain Planning Manager, +966122394000 (Ext. 10593), Jeddah, Saudi Arabia

LANGUAGE

English
Advanced (C1)

Arabic
Intermediate (B1)

Tagalog
Proficient (C2)