



**JULIUS FERNANDEZ**

**LABATA**

+971569498018  
juliuslabata@gmail.com

## OBJECTIVE

To impart and enhance my acquired knowledge and skills and to acquire another field of interest, works for another type of environment and colleagues. To be one of the high esteemed and respected institutions whose acquired skills and education will be utilized for the growth and development of both the company and myself.

## SKILLS

- Ability to easily adjust and adopt the new environment or workplace.
- Microsoft Word, Excel, Power Point, Outlook, Oracle, Oddo, Tahweel
- Driving automatic light vehicles, Forklift, Boomlift, JCB

## LANGUAGE

- English and Tagalog

## EXPERIENCE

**April 18, 2021 - Present**

### **Dubai Parks and Resorts (Dubai Holding)**

Procurement Assistant/ Storekeeper/ Inventory Controller  
Responsible for receiving and double checking on all items delivered from the suppliers against the delivery note sales invoice and PO whether complete and in good conditions.

Proper and correct recording and barcoding of all received items and shelving on its designated rack location.

Responsible for recording on all transactions in the warehouse on borrowing and withdrawals on all spareparts and tools.

Conducting the monthly actual physical count inventory on all spareparts and tools.

Communicate and discuss to the managers and directors for any adjustments and improvements on the operations in the warehouse.

Submit the monthly reports promptly to the finance department and cc the manager and director.

Cater all queries from the team with specific details and send queries to the respective suppliers local or international.

Evaluate all gathered quotation from different various suppliers and make a Technical evaluation report which supplier meets our requirements with cheaper and shortest lead time.

After gathering the quotation data send all the files to the manager to approve to make PR with the awarded supplier to raise the PO.

Once PO is approved send the latter to the awarded supplier and keep on follow up until the items will receive.

**September 2019 - March 2021**

### **GNC Armal Life General Trading LLC**

Cargo Supervisor / Sales

Responsible for receiving and double checking on all items received from suppliers and other branch whether complete and in good condition.

Ensure all stocks received are correct in quantity based on the manifests/invoices.

Manage the operations safety and cleanliness of the warehouse and facilities.

Manage all E-Commerce websites/Sales, Documentations, Process and Procedures on all transactions.

Ensure all orders are being processed and packed properly according to its specifications.

Ensure all products, employees, establishments are safety

always.

Submit all the monthly reports promptly to the management.

**August 6, 2017 - September 5, 2019**

### **DDU SHIPPING and LOGISTICS LLC**

Sales / Storekeeper and all around

Perform all functions that include receiving the stocks/items whether complete and in good condition based on delivery note.

Shelving of the items received to its proper rack shelves.

Taking all data of orders from the E-Commerce websites and pick the materials from the shelves according to the requested.

**February 2008 - March 2017**

### **Philippine Motorcycle King Inc. (PMKI)**

Assistant Area Manager

HR Assistant in 8 Store Branches area of responsibilities.  
Setting and Ensuring to meet company's Sales, Collection and Revenue Targets.  
Ensuring in maximizing Sales and profitability.  
Providing the team with a stimulating and supportive environment.  
Maintaining and increasing standards of customer service and driving the team to a highest level of performance, building strong since of relationship with customers for their satisfactions.  
Ensuring the implementation of the targets or goals for the branch and area of responsibilities set by the management.  
Conducting random checking of inventories, documents folder from different customers, resolving issues from customers complaints for their satisfaction.  
Always ensuring the safety of the employees and assets of the company.  
Attending monthly meeting with the top management and report the monthly performance.

## EDUCATION

<b>1995-1999</b>	<b>University of Mindanao Diego's College</b> Bachelor of Science in Commerce Major in Marketing
<b>1993-1995</b>	<b>Polytechnic College of Davao del sur</b> Radio & Television Technician

## PROJECTS

### Barcoding System

When I joined Motiongate LLC Dubai Parks and Resorts (Dubai Holding). The process here in the warehouse are manual, when our Technical Services Director give me an instructions to check of what I can do to improve the current situation in the warehouse and evaluate it. I made a conclusions that we can improve the process in the warehouse by creating a basic system to have a paperless transactions and can generate a report more more speed and efficient. So I open to him the creation of a barcoding system, through this we create barcodes to each every line item and according to its purchase order number with all the details of the item and the rack location and he agreed to it. So this project of barcoding system is materialized and we are still using it until now.

## REFERENCE

**Olivier Mazot - Technical Services and Facility Management Director**  
Motiongate LLC DubaiParks and Resorts (Dubai Holding)  
olivier.mazot@gmail.com | 0506407935

## LICENSE

UAE Drivers License Automatic Light Vehicle