

ROWELL CALVO DUMDUM

WAREHOUSE SUPERVISOR / STOREKEEPER



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DEIRA, DUBA, U.A.E.

OBJECTIVE

With sixteen years of experience, I bring a strong background in sales and marketing, particularly in selling goods and products. My expertise extends to customer service and client servicing, where I've consistently delivered exceptional support. Additionally, I possess in-depth knowledge of audit procedures related to physical stocks and bookkeeping.

My administrative skills are robust, encompassing effective communication, meticulous documentation, and comprehensive support at all organizational levels. Furthermore, I have a solid foundation in computer literacy, having honed my technical skills over sixteen years.

SKILLS & ABILITIES

Computer Literacy: Proficient in Microsoft Office applications, including Word and Excel.

ERP Knowledge: Well-versed in ERP systems, such as Info System.

Warehouse Management: Experienced in warehouse operations.

Sales and Inventory Clerk: Proficient in administrative support roles.

Accounting Procedures: Knowledgeable about accounting processes.

Networking: Familiar with networking systems.

Data Encoding: Skilled in accurate data entry.

EXPERIENCE

2008 - 2024

Administrator cum Storekeeper

Mahmood Saed Company Emirates L.L.C. (Baniyas Road, Deira, Dubai, UAE)

- **Supply Management:**

We meticulously maintain ship or company supply stores, focusing on perfumes, cosmetics, and glasses.

Our team manages, supervises, and performs various tasks related to ordering, receiving, storing, accounting for, distributing, and shipping these luxury items.

We issue detailed Delivery Notes to ensure seamless transactions with our valued customers.

- **Inventory Handling:**

Our central supply area and department-specific stores (perfumes, cosmetics, and glass) receive, unpack, and issue stock and supplies.

Rigorous checks are conducted against requisitions, local purchase orders (LPOs), invoices, and other proper forms to ensure accurate loading.

- **Logistics and Delivery:**

We initiate orders promptly, ensuring timely delivery and pickup of perfumes, cosmetics, and glasses as required.

Our team maintains meticulous records of issuances, periodically conducts physical stock counts, and prepares essential reports.

- **Warehouse Operations:**

Loading and unloading tasks are efficiently managed, maintaining a clean and orderly stockroom.

Our proficiency extends to computerized inventory control systems, streamlining our processes.

- **Administrative Excellence:**

As administrators overseeing warehousing and storekeeping, we handle a team of 15 to 30 staff members, including warehouse and sales personnel.

Effective coordination with the head office and client branches ensures smooth operations and addresses any queries or concerns.

We conduct thorough back-checks at client outlets to optimize product positioning.

Administrative tasks, such as managing accounts and documents, are executed meticulously.

Our database monitoring and data encoding facilitate accurate reporting.

- **Reporting Structure:**

Directly reporting to the Warehouse Manager, we maintain high standards of efficiency and professionalism.

2005 - 2007

Inventory Clerk / Storekeeper

Gillamac's Marketing Incorporated (Digos City, Philippines)

Inventory Clerk / Storekeeper

- **Quality Assurance:** I meticulously check units, whether they are appliances or motorcycles, ensuring their quality and functionality.
- **Stock Management:** I monitor the inflow and outflow of stocks, maintaining accurate records.

- Warehouse Organization: I maintain the cleanliness and orderliness of the warehouse, ensuring an efficient storage system.
- Stock Arrangement and Safety: I arrange stocks properly, considering safety protocols and accessibility.
- Supplier Relations: I negotiate with suppliers to ensure timely availability of stocks.
- Purchase Orders: I handle purchase orders, ensuring seamless stock replenishment.
- Merchandise Handling: I receive, open, unpack, and issue sales floor merchandise.
- Shelving and Inventory: I stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Reordering and Replenishment: I identify items for reorder and requisition merchandise based on demand and space availability.
- Invoice Verification: I compare merchandise invoices to actual shipments, ensuring accuracy.
- Regional Coordination: I perform back-checking and coordinate with all regional branches.

Salesman

- Product Sales: I sell units, whether appliances or motorcycles, to potential clients.
- Visual Merchandising: I design and set up advertising signs and displays to attract customers and promote products.
- Client Management: I maintain relationships with existing clients and suppliers.

Cashier

- Payment Processing: I receive payments from customers promptly and efficiently.
- Official Receipts: I issue official receipts, ensuring accuracy and compliance.
- Account Monitoring: I monitor customer accounts, addressing any concerns.
- Delinquent Payments: I handle promissory notes for customers with outstanding payments.
- Payroll Administration: I release payroll to co-employees.

Data Encoder

- Sales Transactions: I meticulously encode daily sales transactions.
- Sales and Collection Monitoring: I keep track of daily sales and collection data.
- Official Receipts: I encode all official receipts promptly.

- Administrative Support: I handle various administrative tasks related to documents and accounts.

EDUCATION

2000 - 2004 **Bachelor of Science in Commerce Major in Management Accounting**
Cor Jesu College, Digos City, Philippines

PERSONAL DETAILS

Date of Birth : March 12, 1984
Civil Status : Married
Visa Status : Cancelled Visa
Language : English and Tagalog
Nationality : Filipino