



RENANTE G. JIMENEZ

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Phase 5 Blk. 1 Lot 11 Eastwood residences, San Isidro Rodriguez Rizal, 1860 Philippines

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## OBJECTIVES

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- To secure job that is professionally fulfilling and financially rewarding.
- To impart my knowledge and experience to the best of my ability.
- To effectively contribute to the goals and objectives of the organization.
- Hardworking/Job on time and honest.

## EMPLOYMENT HISTORY

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Name of Company	Al Toukhi Company for Industry, Trading & Contracting
Address	P.O Box 497 Riyadh 1411 Kingdom of Saudi Arabia
Dept.	Supply Chain Department
Position	Logistic Officer
Period	March 31, 2011 to April 29, 2021

### List of Duties and Responsibilities:

- Logistic coordinator for import and re-export shipment.
- In charges for local transportation for heavy weight materials from seaports to project site.
- Logistic coordinator for local transportation of request materials transfer from main warehouse, supplier warehouse to project site.
- Received and check shipping documents from supplier for approval.
- Receive and check invoices with delivery note from different transportation/freight. Forwarder/clearing agent and prepare request for payment to finance dept.
- Filling and recording import shipment/re-export shipment and request for payment records.
- Handling equipment rental of the projects.

- Attending meeting and meet the sales representative/managers from freight forwarder/rental company in order to negotiate the offers freight services.
- Sending request quotation of the request rental equipment and negotiation for discount.
- Making of purchase order/contract of the approved lowest offer by supplier.

Name of Company                      Al Muhaidib Technical Supplies

Address                                      P.O Box 8815 Dammam 314925 Saudi Arabia

Position                                      Stock Clerk/Forklift operator/Counter Sales Man

Period    October 2007 to July 2010

#### List of Duties and Responsibilities:

- Manage, check and do inventory of stocks in showroom.
- Receive the orders from different branches and warehouse.
- Assist in customer service as a cashier representative and provide their orders.
- Make an internal transfer request orders outgoing and in-coming order and transfer to corresponding branches.
- Loading the orders from various clients.
- File an internal transfer report every month.

Name of Company:                      Gilbert Emerson Marketing Corporation

Address                                      187 Wilson St. 1500 San Juan Metro Manila Philippines

Position                                      Warehouse/Delivery Staff

Period    November 2005 to September 2007

#### List of Duties and Responsibilities:

- Checking the orders and prepare for delivery to the consignee.
- Loading on the trucks of all the prepare orders.
- Deliver the orders to the different consignee.
- Received and check the bad order from consignee for replacement.
- Prepare and check the received invoice from the consignee.

Name of Agency                      Kin Manpower Service Corporation

Address	Rm. 504 Fil-Am Resources Bldg. 231 Juan Luna St. Binondo MM.
Client	Triplex Paper Corporation Chino Roces Ave. Makati City
Position	Delivery Staff
Period	August 2004 to February 2005

#### List of Duties and Responsibilities:

- Loading and unloading the orders from warehouse.
- Check the order and deliver to the consignee.
- Prepare and check the received invoice from the consignee and report to the head office as the responsible for collecting payment from the consignee.

Name of Agency	Fearless Recruitment Agency
Address	Libertad Pasay city
Client	Universal Robina Corporation
Position	Factory worker
Period	January 2003 to June 2003

#### List of Duties and Responsibilities:

- In- charges from the conveyor moving to maintain the good quality of the products.
- To make sure the cleanliness of the area of production.
- Prepare report of finish product.
- Check and scale quantity of finish product to maintain the weights and size.

### TRAINING/SEMINARS/WORKSHOP ATTENDED

Al Muhaidib Technical Supplies Culture Roll-out Workshop,  
Sheraton Dammam Hotel and Towers, Dammam K.S.A

### SKILLS

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- Computer Literacy (Microsoft Office Application)
- Oral Communication Skills using English (excellent)
- Written Communication Skills using English (excellent)

- Oral Communication Skills using Arabic (good)
- Professional driving (License No. N01-011567)
- Professional Driving (License Saudi Arabia (No. 2981692)

## EDUCATIONAL ATTAINMENT

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Vocational Course	<b>Electronics – Radio Receiver Technician</b>
Year Graduated	May 2001
School/University	Madonna's College of Technology
Address	Camiling, Tarlac City, Philippines
College Course	<b>Major in Electrical (1 year course undergrad)</b>
Year	March 1999
School/University	Bicol Institute of Science and Technology
Address	Sipocot, Camarines Sur, Philippines
Secondary Education	<b>Automotive</b>
Year Graduated	March 1998
School/University	Bicol Institute of Science and Technology
Address	Sipocot, Camarines Sur, Philippines
Primary Education	<b>Vigaan Elementary School</b>
Address	Sipocot, Camarines Sur
Year Graduated	March 1994

## PERSONAL INFORMATION

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Date of Birth:	August 2, 1981
Place of Birth:	Tagkawayan, Quezon Province, Philippines
Nationality:	Filipino
Civil Status:	Married
Gender:	Male
Religion:	Roman Catholic