

Ronaldo Asperga

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Summary

- Profile: Male, 50, Married
 - Nationality: Philippines
 - Current Location: Manama, Bahrain
(Employment Residence Visa valid till August 2021)
 - Driving Licence: Issued in Bahrain
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- Current Position: Team Leader-Transport Operation
 - Company: Agility Logistics Bahrain
(Reporting to: Senior Manager, Asst Operation Manager)
 - Notice period: Available immediately
 - NOC Requirement: Required (can be obtained)
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- Preferred Locations: Manama, Muscat, Doha
 - Salary Expectation: BHD 450 per month
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Work Experience

Sep 2019 - Jul 2020

Agility Logistics Bahrain

Hidd, bahrain, Bahrain

Team Leader-Transport Operations

-Transport operations in-charge for dispatch and monitoring shipments thru MT Systems.

-Driver Planning

Mar 2018 - Mar 2019

Al Moayed General WLL

Manama, Bahrain

Inventory & Supply Chain Supervisor

Duties & Responsibilities:

- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Forwards available inventory items by verifying stock; scheduling delivery.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Negotiates with forwarders for contracts, mode of deliveries, storage, handling and documents needed.
- Verifies the shipping documents for accurate charges as to insurances, custom fees, demurrages, etc.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes purchasing and organization mission by completing related results as needed.

May 2016 - Mar 2018

Veranda Restaurant & Cafe

Manama, Bahrain

Store Keeper Cum Purchaser

Duties & Responsibilities:

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm - proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Manages the Kitchen Staff for orders of goods, kitchen operation
- Presents ideas on current menus and set ups for Fine Dining, Caterings and Functions.
- Assists in the management teams for customer sourcing, presentations and marketing.
- Trains staff for proper hygiene, customer service and safety precautions
- Attends training on advance inventory systems and upgrades
- Negotiate contracts with suppliers to attain lower purchasing cost.

Jun 2011 - Aug 2015

**Middle East Sons & Co. LLC
(MESCO, LLC)**

Muscat, Oman

Warehouse In-charge

Duties & Responsibilities:

- Managing warehouse in compliance with company's policies and vision
- Overseeing receiving, warehousing, distribution and maintenance operations
- Setting up layout and ensure efficient space utilization
- Staff Supervision & Training

Apr 2007 - Jun 2011

Arabian Planets for Trade & Marketing LLC

Muscat, Oman

Senior Stock Controller

Duties & Responsibilities:

- Receiving goods
- Documentations
- Inventory
- Reporting

Oct 2006 - Feb 2007

Bahrain Advance Technology (BATEC)

Manama, Bahrain

Telecoms Technician

Duties & Responsibilities:

- Install & maintain systems
- Test system
- Troubleshoot systems

Education

Jun 1994 - Mar 1994

WIT

Iloilo city, Philippines

BSCE, Bachelor(BSc/BA), GPA Undergrad

Jun 1987 - Mar 1991

WVCST

Iloilo city, Philippines

Arch.Drafting, Bachelor(BSc/BA), GPA 1.8

IT Skills

Windows & Office tools

- Oracle Intermediate

Operating systems, Networking & Hardware

- Auto-CAD Basic
- SARAS Expert

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| • Focus | Advanced |
| • Axpert | Advanced |
| • Tally9 | Advanced |
| • Windows NAV | Intermediate |
| • Micro-Transport Systemw | Expert |

Languages

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|------------|--------|
| • Filipino | Native |
| • English | Fluent |
| • Arabic | Basic |

Comments

Personal Skill:

- Communication.
- Ability to Work Under Pressure.
- Decision Making.
- Time Management.
- Self-motivation.
- Conflict Resolution.
- Leadership.
- Adaptability.
- Flexible
- Computer literate (MS Office , ERP Based System (SAP/ SARAS, FOCUS, AXPERT, TALLY, Quickbooks, Win NAV)
- Team Player