

# WILSON PATAWARAN

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Gudaibiya. Kingdom of Bahrain

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Logistics and Warehouse Coordinator/Assistant/Manager offering exceptional analytical, problem-solving and interpersonal skills. Seeks a position in Logistics and Warehouse management offering challenging growth opportunities in a fast-paced professional environment.

## EXPERIENCE

MAY 2019 – PRESENT

**LOGISTICS, INVENTORY AND PURCHASING HEAD, AL ZAMIL COATING AND GALVANIZING (BAHRAIN). (TEL# : +973 17700335)**

- Strategically plan and manage logistics, warehouse, transportation and customer services.
- Directing, optimizing and coordinating full order cycle.
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, catalogue goods, plan routes and process shipments.
- Resolve any arising problems or complaints.
- Supervise, coach and train warehouse workforce
- Meet cost, productivity, accuracy and timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Comply with laws, regulations and ISO requirements
- Develop, lead and execute purchasing strategies.
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Craft negotiation strategies and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Monitor and forecast upcoming levels of demand
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Minimized damage and repair costs through careful management and preventative maintenance.

- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Managed shipment schedules to maximize productivity and cut costs.
- Monitored the workshop work flow for employees.
- Reviewed and analyzed data from companies in non-competing industries to amass strategic insight.
- Supervised the work of transportation personnel.
- Prioritized order security, accuracy and on-time pickup and delivery.
- Wrote reports and gave oral presentations to keep employees up-to-date on company goals and achievements.

**NOVEMBER 2017 – SEPTEMBER 2018**

**LOGISTICS AND WAREHOUSE COORDINATOR, WHITE LIGHT LTD. AND PTARMIGAN INTEGRATION. (TEL# : +852 2850 5930)**

- Report to Senior Project Manager
- Coordinate, track, document and control all project equipment delivery, acceptance, storage and return freight/ shipping.
- Coordinate with project Main Contractor logistics team for moving of equipment from store locations to site.
- Coordinate with project Main Contractor logistics team for provision of access equipment such as scissor lift and cherry picker for installation works.
- Assist Project Coordinator with record keeping, time sheets of workers, deliveries and the like.
- Assist the project team delivering men and materials onsite/offsite.
- Lead team of labor or act independently as required for packaging /repackaging of lighting fixtures, labeling & sorting, moving equipment from Storage containers to workshop or site as directed.
- Preparing Local and Foreign Invoice
- Preparing Local and Purchase Orders
- Monitoring the movement of stocks (In and Out of Stocks)
- In charge in receiving, identifying, dispatching and assuring quality of goods. Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy Determine staffing levels and assign workload
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Minimized damage and repair costs through careful management and preventative maintenance.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Managed shipment schedules to maximize productivity and cut costs.
- Monitored the workshop work flow for employees.
- Reviewed and analyzed data from companies in non-competing industries to amass strategic insight.

- Supervised the work of transportation personnel.
- Prioritized order security, accuracy and on-time pickup and delivery
- Wrote reports and gave oral presentations to keep employees up-to-date on company goals and achievements

**JULY 2015 – SEPTEMBER 2017**

**LOGISTICS AND WAREHOUSE ASSISTANT MANAGER, FOTON MOTORSPHIL INC**

**(TEL# : +63 998 587 8215)**

- Monitoring the movement of stocks (In and Out of Stocks)
- Receiving Delivery from the supplier
- Monitoring Shipments from port of origin to destination
- Preparing Purchasing Orders to Suppliers both Local and Foreign.
- Monitoring Warehouse Inventory
- Reporting weekly for the Pending Shipments
- Reporting Quarterly for Inventory Counting
- In charge in receiving, identifying, dispatching and assuring quality of goods.
- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy
- Determine staffing levels and assign workload
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Translated business needs and priorities into actionable logistics strategies.
- Minimized damage and repair costs through careful management and preventative maintenance.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Managed shipment schedules to maximize productivity and cut costs.
- Monitored the workshop work flow for employees.
- Communicated with dispatchers, warehouses and customers regarding outgoing orders.
- Prioritized order security, accuracy and on-time pickup and delivery.
- Coached other employees and assisted with quarterly performance reviews.
- Wrote reports and gave oral presentations to keep employees up-to-date on company goals and achievements.
- Maintain items record, document necessary information and utilize reports to project warehouse
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices

FEBRUARY 2014 – JULY 2015

**LOGISTICS AND WAREHOUSE SUPERVISOR, CTC FAR EAST PHIL., INC., (TEL# : +632 576 1158 / +632 570 0951)**

- Working in a Logistics Department as a Logistics and Warehouse Supervisor
- Preparing Purchasing Orders to Suppliers.
- Monthly Inventory Counting
- Maintain items record, document necessary information and utilize reports to project warehouse
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- Gathered, logged and monitored all shipping data.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Assigned shipments to carriers in the centralized database.
- Supervised the work of transportation personnel.
- Cultivated a positive rapport with fellow employees to boost company morale and promote employee
- Oversaw return and exchange processes from customer to supplier.
- Conducted research on logistics operations, including literature reviews, interviews and site visits.

FEBRUARY 2012 – FEBRUARY 2014

**WAREHOUSE OFFICER, DB SCHENKER PHILIPPINES, (TEL# : +63 2 8249 8638, EXT 2702)**

- In charge in creating the Electronic Export Declaration System - EEDS(for Export Shipments)
- In charge in creating the Electronic Transit Admission Permit System - ETAPS(for Import Shipments)
- Monitoring daily Shipments for Export and Import.
- Preparing Sales Invoice and Packing List for the daily shipments.
- Preparing Purchasing Orders to Suppliers.
- Processing Export and Import Permits and Documents in CCA-Philexport and BOC.
- Reporting Monthly reports for Export and Import shipments
- Monitoring Warehouse Inventory

## EDUCATION

JUNE 2004 – NOVEMBER 2011

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY,** HOLY ANGEL  
UNIVERSITY

## SKILLS

- Supply chain and resource management
- Warehouse management systems
- Expense control
- Materials accountability
- Procurement specialist
- Materials life cycle expertise
- Ocean and Air Import
- Excellent time management
- Skilled multi-tasker
- Microsoft Office
- Deadline-driven
- Proactive

## PERSONAL INFORMATIONS

Date of Birth : May 23, 1987

Age : 32 years Old

Place of Birth : Angeles City, Pampanga

Weight : 180 lbs.

Height : 5'11

Nationality : Filipino

Religion : Born Again Christian

Gender : Male

Civil Status : Married

Address : Flat 11 Building 2006 Road 2125 Area 321 Gudaibiya. Kingdom of Bahrain

*I hereby certify that the above information is true and correct to the best of my knowledge.*

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Wilson Manalo Patawaran