

Curriculum Vitae

Joevinsing Servano Fabello

Upi Maguindanao Philippines

Mobile No.09286003851

Email address:fabellojoe@yahoo.com



CAREER OBJECTIVE:

To work in a competitive company where my knowledge and skill can utilize and yield the optimum benefits to the organization and enhance my given talent and also contribute my skills in your company.

EMPLOYMENT RECORD

Dalba Group Company/Saudi Aramco 3PL

Al Kharj Riyadh Saudi Arabia

Septemner 20,2023 to September 20,2024

- . Keep a record of sales and restock the store accordingly
- . Manage and train store staff.
- . Plan promotional campaigns for new products or specials
- . Ensure that the store is kept clean and organized.
- . Mediate any confrontations between staff and clients, and de-escalate the situation.
- . Transacting inbound and outbound ODOO ERP system.

AICE ICE CREAM COTABATO/WAREHOUSE SUPERVISOR

Salimbao Sultan Kudarat Maguindanao

June 15, 2022 – August 30,2023

- . Handling warehouse management
- . Setting goals for performance and deadlines in ways that comply with company's plans and vision
- . Organizing workflow and ensuring that employees understand their duties or delegated tasks
- . Monitoring employee productivity and providing constructive feedback and coaching
- . oversee the workflow at our facilities.
- . Organizing workflow and assigning tasks to employees
- . Monitoring employee productivity and providing feedback, coaching and training
- . Reviewing and improving work processes and ensuring compliance with legal and company policies procedures.
- . Reporting to senior management and meeting deadlines
- . Approving work hours and ensuring a safe, secure and healthy work environment
- . Providing customer service at all levels

Arabian Machinery & Heavy Equipment Co./Saudi

Aramco/Halliburton/Sinopec/Schlumberger 3PL

Dammam Saudi Arabia /Transport Coordinator

(June 22,2019-Marh 31,2021)

Duties and Responsibilities:

- Handling email for client requirements.
- Truck dispatching e
- Handling customer complaint and inquiries
- Transact of trip card to ERP micro dynamic system.
- Assigned low bed and flatbed driver for transporting equipment.
- In charge in preparing documents for the outgoing
- Communicating to the customers via phone and email (outlook)

JL IMEX Philippines Corp./Safety Officer

(February 2019 – June 22,2019)

Fcie Dasmarinas Cavite

- Oversee the overall management of the OSH in coordination with OSH committee
- Frequently monitor and inspect any health or safety aspect of the operation being undertaken with participation of supervisors and workers.
- Assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of accident investigation by providing necessary information and OSH report as required by the OSH standard.
- Issue work stoppage order when necessary based on the requirements and procedures provided by the OSH standard.
- Conduct manpower safety and health orientation and training
- Monitoring company property safety and all employee safety

Wared Warehousing & Distribution Company / Warehouse Team Leader

(May 23, 2015- May 24,2017

Jed. P.O Box 6296 Jeddah 21442

Telephone No.00966-6996707 WWW.WaredLogistics.

Duties and Responsibilities:

- Handling of client account Burger King and Buffalo Wild Wing and Texas Chicken food chain/ Total lubricant account.
- System inputting Advance shipping Notes using WMS Infor Global Solution System.
- Handling on client store order
- Transport planning on daily delivery route
- Transport monitoring
- Tracking dispatching
- In charge in communicating maintenance provider on trucking parts repair
- Receive goods from supplier
- Monitor store stock
- System picking.
- Knowledge on RF Scanning.
- Trucking billing and labor billing.
- Using WMS Infor Global Solution System for picking up our products and also inputting the arrival products.
- In charge in preparing documents for the outgoing and incoming delivery.
- In charge in making weekly and monthly inventory reports.
- Communicating to the customers via phone and email outlook.

- Making billing of client for submission to finance department.
- Submitting invoice billing to customer.
- Monitoring daily inventory.
- Handling customer complaint and inquiries.
- Handling of warehouse petty cash for daily needs.

Philippine Matsuden Inc. /Production Quality Line Leader

(Feb.01, 2011- May 20, 2015)

7th Street, Golden Mile Business Park Brgy. Maduya Carmona, Cavite, Tel.No. (046)402-1487.402-1148.

Duties and Responsibilities:

- Monitoring of quality online process
- Handling customer complaint and inquiries
- Direct report to higher supervisor regarding on quality issue
- Manpower monitoring on line
- Approving data check sheet of operator
- Approving of customer sample
- Evaluated of customer sample
- 5's monitoring on production
- Incoming inspection of sample from new suppliers
- Sample maker of new item
- Subcontractor quality monitoring

Nep Logistics Probationary / Documentation Assistant

(July 2007- January 2011)

NEP Logistics Inc. (ISO Certified 1901-2000)

Panorama Building, Phase II, CEPZA, Rosario Cavite

Duties and Responsibilities:

- Monitoring Daily Inventory
- Handling customer complaint and inquiries
- Transacting of weekly billing Advance shipping billing notes by Oracle system
- System inputting
- System picking
- Assigned on export deliveries actual picker
- Knowledge on RF Scanning
- Trucking billing
- Using AS400 Remote Warehousing Distribution System for picking up our products and also inputting the arrival products.
- In charge in preparing documents for the outgoing and incoming delivery.
- In charge in making weekly and monthly inventory reports
- Communicating to the customers via phone and email (Lotus Notes
- Making billing of client for submission to finance Department
- Submitting invoice billing to customer

Winning Industrial Corp. /stock controller

(December 2006 - May2007)

FCIE Dasmariñas, Cavite

- Assigned on receiving part
- Actual checker
- Delivery dispatching

Food Industries Inc. /Warehouse Clerk

(February 2006 - July 2006)

Food Industries Inc.

Sucat Parañaque

- Assigned on receiving parts
- Conduct weekly inventory
- Actual checker of deliveries

Seminar Training

(Feb. 18-21, 2019)

Basic Occupational Safety and Health

Fcie Dasmarinas Cavite

EDUCATIONAL ATTAINMENT:

Primary: Bugabungan Elementary School March 24, 1993

Secondary: UPI Agricultural High School April 01, 1997

Tertiary: UPI Agricultural College March 31, 2005

Bachelor in Agricultural Technology**SUMMARY OF QUALIFICATIONS**

- Quick Learner. Motivated and dedicated to getting the job done right.
- Able to Multi task
- Courteous and professional. Can work without supervision.

PERSONAL PROFILE:

Date of Birth : September 25, 1981

Place of Birth : UPI

Maguindanao

Father's Name: Felicisimo Fabello Sr.

Mother's Name: Alicia Fabello

Occupation : Farming

Occupation : Housekeeping

Height : 5'4

Weight : 59 Kgs.

Sex : Male

Civil Status : Married

Religion : Catholic

Citizenship : Filipino

Skills : Computer Literate

CHARACTER REFERENCES:**Gladys Argueles**

Warehouse Manager

Aice Cream Cotabato

Sultan Kudarat Maguindanao

RYAN SABENORIO**Operation Manager**

ASCO Jeddah

Telephone No. +966-0537941525

ERMA PASCUAL

Team Leader

NEP Logistics Inc.

CEPZA Rosario, Cavite

437-4883

KEN WATANABE

PMI Productions Manager

402-1487

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

Joevinsing Servano Fabello
