



Neil L. Menchavez

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Career Objectives: To work hard with full determination and dedication to achieve organizational as well as personal goals.

EXPERIENCE:

Tornado General Contracting
December 26, 2022 to June 23, 2023
Storekeeper

Duties and Responsibilities:

- Receive and sort incoming materials and supplies.
- Store items in an orderly and accessible manner in a warehouse or other area.
- Responsible for calling all the suppliers regarding the requested items
- Prepare requisition orders using "BuildSmart Software".
- Submit and comply monthly reports of all assets.
- Clean and maintain supplies and storage areas in order to ensure compliance with safety regulations.
- Examine and inspect stock items for wear or defects, reporting any damages to superior
- Compile, review, and maintain data from contracts, purchase order's requisition and other documents in order to assess supply needs.
- Process incoming requisition and issue or distribute parts and supplies for internal usage.
- Perform other duties assigned.

The Sheikh Zayed Private Academy for Girls/Boys School
December 22, 2019 to May 31, 2022
Storekeeper/Warehouse in Charge

Duties and Responsibilities:

- Receive and sort incoming materials and supplies from School / Housing / Maintenance and Supplier.
- Store items in an orderly and accessible manner.
- Inspect deliveries for damage or discrepancies and report those to procurement for reimbursements and record keeping.
- Maintain a good record of all items within the store and follow up the scrap or the disposal of any items when needed.
- Prepare Disposal form for old & dilapidated School/Housing Furniture's.
- Clean and maintain supplies and storage areas in order to ensure compliance with safety regulations.
- Perform other stock-related duties, including returning, packing, and labelling supplies.

- Perform Physical inventory.
- Assisting Procurement Dept. for Documentation.
- Performs other duties assigned.

Al Narjes School, Al Ain
Managed by Bloom Education
August 27, 2019 to December 2019
Inventory Storekeeper

Duties and Responsibilities:

- Receive and sort incoming materials and supplies.
- Store items in an orderly and accessible manner in 11 stores at school and other areas.
- Examine and inspect stock items for wear or defects, reporting any damages to superior.
- Process incoming requisition and issue or distribute books and supplies for internal usage.
- Clean and maintain supplies and storage areas in order to ensure compliance with safety regulations.
- Compile, review, and maintain data from contracts, purchase order's requisition and other documents in order to assess supply needs.
- Performs other duties assigned.

Gulf Continental Oil & Grease Factory
 (Subsidiary of NBHH Group of Companies)
December 2014 to December 2018
Secretary / Storekeeper

SYSTEM: ORACLE (JD EDWARDS)

Duties and Responsibilities:

- Provide secretarial and administrative support to management and other staff
- Drafting Letters
- Prepare and manage correspondence, reports and documents
- Implement and maintain office systems
- Handling Petty Cash and Uploading details in Oracle (JD EDWARDS)
- Preparing Material/ Shop Drawing Submittals
- Arrange and confirm appointments
- Set up and maintain filing systems
- Perform clerical and administrative tasks quickly and accurately
- Collate information
- Communicate verbally and in writing to answer inquiries and provide information
- Liaison with internal and external contacts
- Type and distribute minutes of meetings
- Handle incoming mail and other material
- Operate office equipment
- Manage office supplies
- Execute weekly and monthly inventory report of raw materials and finished product by excel and JD Edwards (oracle)
- Performs other duties assigned.

NAEL & BINHARMAL HYDROEXPORT EST.

June 1, 2008 to 2014

STOREKEEPER

SYSTEM: ORACLE (JD EDWARDS)

Duties and Responsibilities:

- Receive and sort incoming materials and supplies.
- Store items in an orderly and accessible manner in a warehouse or other area.
- Responsible for calling all the suppliers regarding the requested items
- Prepare requisition orders using JD Edwards.
- Make receipt and issue items using JD Edwards.
- Submit and comply monthly reports of all assets.
- Make quotation inquiry and send it to the different suppliers.
- Clean and maintain supplies and storage areas in order to ensure compliance with safety regulations.
- Examine and inspect stock items for wear or defects, reporting any damages to superior
- Compile, review, and maintain data from contracts, purchase order's requisition and other documents in order to assess supply needs.
- Process incoming requisition and issue or distribute parts and supplies for internal usage.
- Performs other duties assigned

Project's Name:

- Nael Al Shamsi Villa - Khalifa B
- Sheikh Sultan Bin Tahnoon Al Nayan Warehouse - Musaffah
- Al Seef Mall- Al Salam Street Near Ministry of Labour
- Sheikh Sultan Bin Tahnoon Al Nayan Private Residence- Al Salam Street
- Al Jannah Hotel & Resorts- Al Salam Street Near Ministry of Labour
- Al Yasmina School, Khalifa City A

Personal Background:

Birthplace : Philippines
Height : 5' ft 6" in.
Weight : 73 Kgs.
Nationality : Filipino
Language Spoken/Written : English – Fluent, (Arabic- intermediate)

Educational Background:

High School graduate:
Southwestern university
Cebu City, Philippines
1989-1993

College Undergraduate
Southwestern university
Cebu City, Philippines
1993-1994

KEY COMPETENCIES:

- Verbal and written communication skills
- Attention to detail
- Planning and organizing
- Time management
- Interpersonal skills
- Reliability
- Stress tolerance

Skills:

Knowledgeable in System ORACLE (JD EDWARDS)
Good in Microsoft Office
Good in internet application
Can operate office facilities/equipments
Ability to adapt to different environment and system

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

