



# 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**  
**Manage 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.**

