



# RICHARD QUIBRAL OPINA

🏠 Al Qasimia, Sharjah, United Arab Emirates (U.A.E.)

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**VISA STATUS: EMPLOYMENT (CAN JOIN IMMEDIATELY)**

## SKILLS & COMPETENCIES:

- Excellent interpersonal skills that develop constructive and cooperative working relationships with others. Bilingual professional with good written, and oral communication skills. (Speak English, Basic Arabic, and Hindi)
- Work well under pressure as part of a team; be responsible, efficient, hardworking, trustworthy, flexible, and able to work in a fast-paced, intense environment smoothly.
- Ability to elicit confidence and build rapport and be talented in problem-solving, and office system design with good knowledge of Microsoft Office such as Outlook, Word, Excel, SAP System, and Internet.
- Knowledge of operating forklifts, and narrow aisle trucks. Holding a driving license (manual).

## WORK EXPERIENCES:

### EJOT MIDDLE EAST FZE

August 2013 – January 2024

Sharjah International Airport Saif Zone Free Zone United Arab Emirates (UAE)

### Warehouse Supervisor / Assistant Logistics

#### **Job Descriptions:**

- In charge of assembly productions. Technical knowledge of mechanical and electrical troubleshooting of assembly machines and compressors.
- Encodes and maintains Warehouse Management System (WMS) S.A.P. system.
- Assist the storekeeper in inspecting all incoming materials for quantity and quality reconciles through purchase orders and freight documents.
- Efficiently process customer orders, from picking racks and selecting items with the correct part code to arranging, packing, and shipping using material handling equipment like pallet jacks and forklifts.
- Performs all work according to established safety standards and adheres to all safety policies, rules, regulations, and procedures.
- In the absence of a Logistics Manager in charge of full documentation for Free Zone works, like the process of Bill Of Entry, Bill Of Exit (BOE), Bill Of Lading, and customs inspection.

### BHAMANI GEN TR. LLC

September 2011 – April 2013

Diera, Dubai, United Arab Emirates (UAE)

P.O. Box 86362

### Warehouse In charge

#### **Job Descriptions:**

- Managed receiving, shipping, handling, distribution, and storage of all freight, products, and supplies for all incoming, and outgoing materials.
- Moving materials to designated storage area by hand or using hand truck, pallet jack, forklift or other handling material equipment.
- In charge of all paper works in the warehouse and always checking materials physically with correct quantity of stock, proper organization, location, and labeling of all items.
- Work overtime, especially during weekend assignments based upon the needs of the business.

**MIRAK AGRICULTURE SERVICES INC.**  
Al Aweer, Dubai United Arab Emirates (UAE)

August 2009 – August 2011

**Store Keeper**

**Job Descriptions:**

- In charge of receiving, and distributing all sold and left-over materials to our van salesman and updating our manager.
- Encoding reports in our system using an enhanced Warehouse Management System(WMS).
- Perform stock consolidation to improve inventory performance and accuracy.
- Lift and carry materials weighing up to 70 pounds while working in changing environmental conditions.
- Maintaining standard procedures using “First In” “First Out”, (FIFO) in preventing material spoilage and avoiding obsolescence inventory.

**AMANA STEEL BLDG LLC**  
Al Qouz, Dubai, United Arab Emirates (UAE)

June 2008 – June 2009

**Store Keeper**

**Job Descriptions:**

- Performing inbound and outbound warehouse functions by receiving and distributing and materials to site co-workers and other operational activities given by the supervisor.
- Maintaining related records and reports as required and resolving material discrepancies.
- Loading and unloading materials from trucks or containers and shifting them to designated storage areas.
- Lifting and stocking of building materials to designated site construction areas.
- Helping and assisting co-workers in the site area if I’m free to finish the assignment.

**EDUCATION**

**LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

FILIPINO INSTITUTE SHARJAH  
Sharjah UAE

April 2018 – July 2018  
Certificate – 36 hrs.

**AUTO CAD COURSE (2D)**

THE EMIRATES EDUCATION CENTER  
Al Karama Dubai UAE

May 2010 – June 2010  
Certificate – 35 hrs.

**BASIC SEAMAN COURSE**

UNIVERSITY OF PERPETUAL HELP SYSTEM  
Binan Laguna Philippines

June 1998 – March 1999  
Certificate – 1 Year course

**GULOD NATIONAL HIGH SCHOOL**

Secondary High School  
Gulod, Cabuyao, Laguna

June 1990 – March 1994  
Diploma

**PERSONAL DATA**

Date of Birth:  
Nationality:  
Height:  
Religion:  
Civil Status:

December 24 1976  
Filipino  
5’6”  
Catholic  
Married

*I hereby confirmed that all details given above are true and correct.*

RICHARD OPINA