

# RAFFY P. SALCEDO



## WORK EXPERIENCE

### Health Mart LLC

July 2023 till present

Supply Chain Supervisor

Key Responsibilities:

- ✓ Overseeing staff members daily activities to ensure that they are meeting within the given time frame.
- ✓ Monitoring inventory levels and order, reordering process as needed.
- ✓ Responsible for placing an order locally and internationally.
- ✓ Monitors closely all incoming shipment to meet the delivery deadline without any additional cost.
- ✓ Monitor the inbound and outbound delivery on a daily basis.
- ✓ Weekly delivery Route plan allocation to drivers and helpers.
- ✓ Reviewing inventory records to track the flow of materials through the supply chain process.
- ✓ Coordinating with vendors to obtain pricing information and place orders.
- ✓ Communicating with customers, keeping them up to date concerning their orders status and prioritizing procurement according to their needs.
- ✓ Coordination with the HR department to hire and develop new staff.
- ✓ Perform other duties as assigned by the manager.

### Al Mazroui Medical and Chemical Supplies

Feb. 2020 July 2023

Purchasing Supervisor

Key Responsibilities:

- ✓ Administer daily activities of all purchasing staff and provide necessary support to ensure a timely delivery and to reduce the shipping cost.
- ✓ Conduct weekly/monthly meetings with all purchasers to discuss the issue of how to improve the shipping process in future plans.
- ✓ Coordinate with the inbound team to forecast all incoming shipments to ensure the availability of space and proper storage.
- ✓ Sourcing vendors for the material and negotiating the best or most cost-effective deals.
- ✓ Negotiate the freight quotation to local forwarders to make sure the sales margin will be maintained.
- ✓ Maintain records of all orders, payments and received stock, and other important data.
- ✓ Maintain good relationships with suppliers.
- ✓ Coordinate with the shipper for any variance and discrepancy received from the shipment.

## PROFILE

Highly experience in managing the Supply chain, Procurement process and techniques with an excellent background and knowledge in sales administrative tasks. With almost 10 years of warehouse experience and concrete knowledge with the SAP-ERP system.

## CONTACT

 : +971582259557

 : raffy\_almaz@yahoo.com

## CORE COMPETENCIES

- Relationship Management
- Strong Negotiation skills
- Time Management
- Planned Thinking
- Analytical Skills

## PERSONAL DETAILS

Date of Birth- November 28, 1975

Visa Status-Employment Visa

## LANGUAGES

English – Proficient

Tagalog- Native

## EDUCATIONAL

1992-1995- John B. Lacson Colleges foundation, Iloilo City, Philippines.

**Degree-** Bachelor of Science in Marine Engineering

**Al Mazroui Medical and Chemical Supplies** March 2018-Feb. 2020

Sales Administrator

Key Responsibilities:

- ✓ Process all new orders onto the system and coordinate with the logistic team to ensure timely delivery for customer satisfaction.
- ✓ Compiling monthly and year-end sales reports for management and supporting the sales department with other administrative tasks.
- ✓ Daily tracking of all open sales orders and analyzing the stock flow for proper monitoring and control.
- ✓ Prepare an offer in response to RFQ, and perform other duties as assigned by the manager and coordinate internally with other departments for any concern.
- ✓ Handling urgent calls, responding to emails, and answering customer queries.

**Al Mazroui Medical and Chemical Supplies** Sept. 2016 to March 2018

Warehouse Supervisor

Key Responsibilities:

- ✓ To ensure all procedures and policies are being adhered to by the store staff. And all assigned tasks and activities are being carried out by the team correctly within the given time frame.
- ✓ Perform Annual Stock Count and inventory adjustments in SAP based on management approvals.
- ✓ Monitoring the open Inbound/Outbound/relocation transports and pending transactions.
- ✓ Responsible for reporting all pending warehouse transactions on a weekly basis.
- ✓ Responsible for utilizing the warehouse space for upcoming new orders.

**Central Trading Company** February 2010 to July 2016

Store in Charge-Delivery Admin

Key Responsibilities:

- ✓ Monitor the inbound and outbound delivery on a daily basis.
- ✓ Weekly delivery Route plan allocation to drivers and helpers.
- ✓ Coordinate with the warehouse manager for any discrepancies of the items received from shipment.
- ✓ Handling HR related work/Vehicle maintenance/petty cash/ stationary & pantry supply.
- ✓ Coordinate with the warehouse manager for old, non-moving, and damaged stocks for disposal.
- ✓ Lead, implement, and monitor the maintenance processes that support operations, maximize fleet performance, and reduce operation costs.
- ✓ Monitor the movement of the product from the central warehouse to respective branches.
- ✓ Mobilization of total work force as and when required.