

MICHAEL HANS VON S. CAMARA

Storekeeper

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Acacia Street, Sto. Niño, Calapan City, Oriental Mindoro, 5200

SUMMARY

Enthusiastic Storekeeper with 8 years of experience in property, supply and inventory management operations. Experienced with inventory control, ensuring accurate stock management and timely replenishment. Utilizes effective problem-solving skills to maintain seamless operations.

SKILLS

Inventory Management Purchase Order System Stock Replenishment Computer Proficiency

EXPERIENCE

Storekeeper – November 2017 to present

Philippine Ports Authority

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, labelling, and returning supplies
- Handles the preparation of supporting documents and required reports
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.

EDUCATION

Bachelor of Science in Business Administration

Undergraduate

CLCC Institute of Computer Arts and Technology

Computer System and Design Programming

AMA Computer Learning Center

TRAINING

Basic Life Support and Water Rescue / Training on the Government Procurement Act (RA9184) and its Update / Values: Critical Components of Enhanced Performance / Fire Safety Seminar and Emergency Preparedness and Response Training / Procurement Planning and the Preparation of the PPMP and APP Planning Towards an Effective and Efficient Procurement Activity / Effective Communication / Property and Supply Management System