

GARY CABRA GRADO

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DUBAI DRIVER'S LICENSE NO. 2059233 – Issued May 7, 2014

Graduated - March 2008- BS Information Technology – Iloilo Philippines

OBJECTIVES

To impart my skills as professional worker in good and reputable company's where I can help in the progress and growth in terms of profitability of the company.

WORKING EXPERIENCE:

Span Trading LLC.

June 10 2018- Up to the present

- An Inventory Clerk, **keeps track of the Asset assign each room and area of the building putting asset tags for Office, Data encoding ,store and warehouse.**
- **Validation after the physical count done and Site survey.**

Shakespeare & Co Facilities Manager July 21, 2008 till April 2018

- Inventory report every month of all Materials and Assets.
- Make a catalog, invoice, packing list, labeling for new franchise and prepare all items to be pack and ship.
- Set up all furniture's for New shop and Franchise
- Make a listing of furniture's other materials to be use for new shop and franchise
- Make an order for quotation and prepare L.P.O
- Communicate to shop in-charge for any work to be done in outlet
- Communicate for the transport, foods of staff working in new shop
- Make a costing for franchise, local shop and update the price if required
- Support for daily works and new shop to be finish on time
- Prepare all the Documents needed for International shipment.

Purchasing

- Communicate to the suppliers for re-order or new design of Products.
- Purchase item for local or international use
- Check all the materials needed for production and order for Local and Franchise
- Check the materials needed if the vendor / supplier deliver the right materials
- Check every delivery if the materials reach on the target date.
- Make an order for quotation and prepare L.P.O

Logistics

- Communicate with the suppliers for the Materials order and check when they will deliver. .

- Checking all the deliver items from international/local purchase and put all with labels and arranged in shelf.
- Prepare all Documents and check all materials properly loading for shipment
- Prepare all Documents for export and communicate with the shipping company for pickup in the warehouse the container.
- Inventory for all Asset and check all the Asset if they arranged and stored in shelf properly.

Travels

Oman, Qatar, Jordan, Lebanon, Egypt, Baghdad Iraq and Iraq Erbil for Franchise.