



ERNANI U. ARCE

OBJECTIVE

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

CONTACT INFORMATION

MOBILE PHONE:

+966 56 120 4905

+966 57 703 9350

EMAIL

nani.arce16@ymail.com

naniarce0116@gmail.com

HOME ADDRESS

Tebah, Al Dakhil Al Madhud
Subdivision Al Jubail 35513, Saudi
Arabia

#45 F. Pascual Wawa Street Navotas
City, Philippines

OFFICE ADDRESS

EADA Sorting & Recycling
Co. for Environmental
Services West Road 327
Jubail 2nd Industrial Area,
KSA

EDUCATION

Bachelor of Science in Commerce major in Banking & Finance

Far Eastern University

Nicanor Reyes Street Claro M. Recto Metro Manila, Philippines
June 1988 – October 1992

WORK EXPERIENCES

**EADA Sorting & Recycling Co. for Environmental Services in Jubail
Logistics & Supply Chain Coordinator
July 01, 2023 – Dec. 04, 2023**

Duties & Responsibilities:

- Utilize measurement processes to schedule service.
- Preparing truck schedule on daily basis requested from DWMS System (Digital Workforce Management System).
- Prepares and executes the Material Request needed for the Operations Team.
- Assigned to activate the New user client from our EADA Portal system and sends the client a message to let them know they can now make a request on our Portal.
- Support supplier management process including daily communication and trouble shooting.
- Track supplier production schedules ensuring key critical store delivery needs are met.
- Support cross functional teams and suppliers to provide and receive information, are responsive and provide appropriate support and communication as required.
- Support supplier onboarding process as needed.
- Address issues if economies are not exercised to achieve schedules to meet delivery requirements.
- Proactively work with the logistics team for agreed timing of services.
- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing material request.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Proactively manage the delivery/receivable schedule to meet sales and purchase contractual terms.
- Support on specialty and rollout projects as needed.
- Provide operational and administrative support.

PERSONAL INFORMATION

Date of Birth : January 16, 1971
Place of Birth: Pasay City, Phil.
Nationality : Filipino
Civil Status : Married
Religion : Roman Catholic
Height : 5' 6 ½
Weight : 78 kgs
Passport No. : P7588315B
Issue On : Sept. 14, 2021
Expire On : Sept. 13, 2031

EDUCATION

Far Eastern University –

College Graduate
Metro Manila, Philippines

Bachelor of Science in
Commerce major in Banking
& Finance

June 1988 to October 1992

Pasay City West High School

Secondary High School
Education Graduate

June 1983 to March 1988

Cuneta Elementary School

Primary Elementary
Education Graduate

June 1978 to March 1983

Tanami Arabia Company in Dammam KSA

Procurement Coordinator

Oct. 01, 2020 – June 21, 2023

Duties & Responsibilities:

- Reviewing bid proposals, bidding history, and other relevant information to determine which vendors should be awarded contracts.
- Prepare and draft purchase orders and upload corresponding shipment data into our tools.
- Build relationships with existing vendors and identify new vendors to service emerging needs.
- Coordinate and looking with local or international suppliers to get competitive/low prices and quality services.
- Coordinating with suppliers to ensure that they are able to meet their obligations in a timely manner.
- Negotiating prices with vendors to ensure that costs are within budget limits.
- Coordinating with other departments such as facilities or human resources to ensure that all necessary information is available for procurement activities.
- Working with buyers to develop requisitions and purchase orders, including sourcing materials and services from vendors.
- Identify procurement processes to be improved or made more efficient.
- Managing inventory levels by placing orders with suppliers when necessary.
- Coordinating shipping of orders through third-party Logistics Provider.
- Keeping track of purchase orders and invoices to ensure that all invoices have been paid.
- Tracks orders to ensure on-time delivery.
- Places orders for Materials and Office Supplies Consumables.
- Process receipts for all orders to ensures items ordered have been received.
- Verify vendors invoicing is correct and matches negotiated pricing.
- Handles logistics for all inbound orders including verifying, coordinating, and reconciling all charges for Demurrage.

SKILLS & EXPERIENCES

- ✓ SAP System (10 yrs.)
- ✓ Oracle System (5 yrs.)
- ✓ Procurement (6 yrs.)
- ✓ Supply Chain (5 yrs.)
- ✓ Material Handling (10 yrs)
- ✓ Logistics Management (10 yrs)
- ✓ Warehouse Experience (10 yrs)
- ✓ Warehouse Supervisor Experience (5 yrs.)
- ✓ Inventory Control (10 yrs.)
- ✓ Shipping (10 yrs.)
- ✓ Receiving (10 yrs.)
- ✓ Dealing w/ Complexity (10 yrs.)
- ✓ Process Improvement (6 yrs.)
- ✓ Dispatch (2 yrs)
- ✓ Inventory Reconciliation (5 yrs.)
- ✓ Import & Export (5 yrs.)
- ✓ Freight Experience (5 yrs)
- ✓ Operations Management (5yrs)
- ✓ Purchase Order Process (10 yrs.)
- ✓ Planner (4 yrs)

Saudi Aramco Company in Dhahran KSA

Material Advisor 1

December 29, 2018 – August 29, 2020

Duties & Responsibilities:

Supply Manpower at Saudi Aramco in PSED Dept. at Dhahran Office:

- Responsible in processing all Projects of Expenditure Request (ER) thru SAP System using transaction ZPBI19.
- Act as the Single Point of Contact (SPC) between SPED and relevant organizations during the BI-19 proposal, approval and ER release phase.
- Facilitate detailed estimation for all projects exceeding \$2MM with coordination to PMOD to approve 56D form with an estimate contingency of +/- 10%.
- Facilitate the release of Expenditure Request Approval (ERA) in coordination with respective units in SAP System.
- Follow-up with material supply organization to resolve immediate and long- range material requirements.
- Follow-up with material supply organization to resolve immediate and long- range material requirements.
- Provide for assigned division, determination of material requirements and material usage analysis.
- Reviews direct charge orders to ensure acceptable substitutions from current inventory are considered and that specifications are complete and accurate.
- Initiates necessary forms to initiate cataloging and/or adjust inventory levels as required.
- Provides reports and summaries of delivery status.
- Works directly with Supervisory Personnel in assigned department and with appropriate Material Supply personnel to help resolve immediate and short term materials acquisition problems.
- Assist Division in preparation of materials portion of annual budgets; may consolidate the Department materials budget information.
- Visits operating facilities regularly to obtain current information and to provide on-site material support to operating/maintenance personnel.
- Weekly consolidate the Master Sheet File to our PSD Team for the checking and review prior to send to PSD Supervisor.
- Review and update the PS Projects Performance Report for the Weekly Report and send to PSD Supervisor for his final review prior to send to Division Manager and Division Unit

BRIEF SUMMARY OF WORKING EXPERIENCES

Experienced and confident handling in job function in Procurement; Material Control; Logistics; Supply Chain; Warehousing; Purchasing and Planner. Extensive experience in SAP R3 System Process; Oracle; analyzing, and documentation record, functional requirements, and process flows. Excellent communication (verbal and written and interpersonal skills able to communicate effectively to management users, developers and team members. A key team member with strong leadership and ability to work under pressure.

My key strengths that would support my success in this position include:

- Striving for continued excellence
- Possessing management skills and work-related experience.
- With experienced background which contributes to flexible thinking and learning, as well as the ability to face various challenges.
- A motivated, well-organized, adaptable, logical, cooperative and team player.

Tasnee Petrochemical Company in Jubail Team Leader Material Controller/Planner June 14, 2014 – September 20, 2018

Duties & Responsibilities:

Supply Manpower at Tasnee Petrochemical Company

- Oversees procurement of parts and materials to ensure timely delivery.
- Responsible of handling and training people working in the warehouse for implementation of Policy & Procedures of the company.
- Responsible for the accuracy of the Materials Requisition Program (MRP) in SAP system as it relates to inventories, production planning, and order fulfillment.
- Investigates causes of significant discrepancies in order to prevent re occurrence.
- Oversees all packing / tagging and containerization of all materials in accordance with production schedule.
- Monitor accuracy of manifests created for onward shipment. Assists with the cycle counting process to maintain inventory accuracy.
- Attends & participates in toolbox talks / safety moments. Promote Health, Safety, Security and Environment within team.
- Provides oversight for inbound/outbound logistics and inventory control. Effective and timely reconciliation and disposal of surplus project materials.
- Identifies and implements opportunities to reduce transaction costs, freight expenses, and inventory levels.
- Oversees order fulfillment for internal and external customers.
- Establishes and maintains strong supply chain relationships.
- Assists with the receiving department and the storage of raw materials throughout the plant.
- Monitors and manages the MRP system in order to plan and purchase supplier raw materials.
- Provides project (program) management support for the division, including coordinating, tracking, expediting and reporting on current inventory.
- Assists with the collection of and participation in resolving claims (cost, time, tooling, rework, scrap, labor, sorting, and charges) against suppliers regarding non-conformance material.

CHARACTER REFERENCE

- **Mr. Bader Al -Mugbil**
Procurement Manager
+966 56 640 5931
- **Mr. Donald Sarsuelo**
Safety Officer
SMP -Saudi Aramco
+966 54 529 4346
- **Mr. Josper Qu**
Safety Engineer
SMP – Saudi Aramco
+966 50 426 3509
- **Mr Joeper Famorcan**
Civic Engineer
+63 921 615 5583
- **Mrs. Paula B. Torres**
Accountant
+63 921 762 0366
- **Mrs. Almira A. Yuri**
Accountant/PhD
almira_feb6@yahoo.com

- Develops a production schedule detailing all tasks and when they should be completed by to meet predicted completion date.
- Monitors project's progress to ensure it's following the schedule.
- Organize project paperwork, including purchase orders, and maintains records.
- Monitors production and raw material costs.
- Collects and assesses data about the production and team's performance.
- Prepares reports about production processes for upper management and suggests ways to improve efficiency.

GCC Gulf Catering Company Services LLC in Kuwait Procurement & Logistics/Material Officer November 24, 2009 – March 31, 2014

Duties & Responsibilities:

Projects & Client @ Oil Rigs; Shell; Petrofac; LaFarge & Luk-Oil (Iraq Location)

- Responsible for Procurement; Logistics and Warehouse handling and monitoring of Food & Non-food items needed in our client in Iraq and other projects.
- Implement proper control and monitoring procedures for the procurement and contracting processes.
- Responsible for ensuring the transparency and competitiveness; bidding and tendering processes.
- Supervise all the items and services to build and maintain products are purchased from specified suppliers and are delivered according to agreed terms and conditions using SAP System.
- Identifies and evaluates suppliers, arranges for transportation of purchased goods, identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources, and ensures quality record keeping.
- Provide overall supervision and coordination of staff and activities in the Procurement and Logistics unit.
- Provide recommendations on pricing, sourcing and specifications relating material, goods and services in order to improve grant deliverables and project quality.
- Create and update a pricing list for most commonly used items for the program. Ensure that all procurement and contracting processes are in full compliance and all activities are up to date; reporting and auditing requirements.

- Promotes continuous learning; communicates clearly the information to the team to understand their responsibility.
- To keep a track of the material that are either being shipped, or being received. Maintain an accurate data of the whole process, so that there are no confusions later on.
- Negotiate with the transport company regarding the freight charges and keep a track of all the material under transport.
- Supervise effectively and ensure optimum daily activities such as receiving, storage, issuance, system compliance for Storage areas.
- Supervise and handling people to train store hand to carry out their jobs effectively to ensure smooth operations.
- Responsible for monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
- Work closely with providers to ensure efficient and effective execution of defined processes and goods transportation.
- Responsible for tracking of goods enroute to their destination ensuring any problems that may arise are resolved so as to avoid delays.
- Responsible for the preparation of quotes for customers, which will involve examining products or materials to estimate quantities or weight and type of container required for storage or transport.

**Manila Toll Expressway System Company
Toll Supervisor**

April 04, 2009 - October 25, 2009

**Commodore Contracting Company LLC in UAE
Site Administrator/Storekeeper**

September 01, 2008 – March 14, 2009

**PEPSI Al-jomaih Bottling Plants in Riyadh
Dispatcher Supervisor/Pre-Seller**

July 26, 2006 – July 26, 2008

**Philip Morris Philippines Manufacturing Inc.
in Makati City, Philippines
Logistics/Material Supervisor & Customer Service Rep.**

May 15, 1996 – March 15, 2006

**Procter & Gamble Philippines in Makati City, Phil.
Logistics Coordinator**

August 29, 1995 – April 15, 1996

**EPCI Banking Corporation in Makati City, Phil.
Treasury Assistant**

April 05, 1993 – May 31, 1995

I hereby declare that all the information given above is true and correct to the best of my knowledge.