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CAREER OBJECTIVE:

To deliver my best by anticipating and meeting the challenges arising in the contemporary competitive business environment and if provided an opportunity, will try my level best to satisfy superiors in rightful discharging my duties.

EMPLOYMENT HISTORY:

Future Pipe Industries (Dubai, United Arab Emirates)
Position: Technical Assistant (Global Technology Department)
December 2018 – Present

- Coordinating with Vendors to arrange Quotations.
- Preparing Material Requisitions through ERP/SAP and forwarding them to the requestor for approval up to the VP.
- Sending mails for follow-ups & updates to suppliers and to the team.
- Processing of material requisitions to prepare Purchase Orders.
- Receive and inspect purchased goods or services and checking of supplier's invoice against the purchase order.
- Processing of suppliers Invoice in ERP/SAP for booking and forwarding to Finance Department for payment.
- Documentation & archiving of Purchases, Capex copies, Drawings and Quotations, Invoice copies and other documents.
- Performing and processing cycle count in ERP/SAP for smooth procedure in logistic.
- Other ERP/SAP tasks such as Intercompany orders, Item code creation, Project Codes creation, and etc.
- Other Administrative tasks.

C&E Publishing Group (Manila, Philippines)
Position: SAP Processor (Purchasing and Administration Department)
October 2017 – March 2018

- Preparing purchase requisition through SAP and forwarding to Department head for approval.
- Converting purchase requisition to purchase order.
- Coordinate with suppliers requesting for quotation, follow up, and update of purchase order, invoice or payment.
- Receive goods from suppliers, checking and counting of items.
- Checking supplier's Invoice, updating into system and forwarding to Finance team for payment.
- Documentation & filing records of purchases.
- Performing stock inventory for accurate monthly report and accurate monitoring of supplies.
- Receive telecom bills and to assist Finance team in identifying the cost center.

ABS-CBN Broadcasting Corporation (Manila, Philippines)
Position: Service Owner/Data Entry Specialist (Order Management & Fulfillment Department)
May 2015 – May 2016

- Receive client's documents such as broadcast order/purchase order or memo letter.
- Analysing the documents received such as agreement price, spots, title and length of commercial material, and other important details.
- Coordinating with client in case of discrepancy into their document.
- Creating material asset code when needed.
- Processing of broadcast order/purchase order and memo letter through SAP.
- Documentation & filing of records of broadcast order/purchase order and memo letters.
- Weekly generation of processed transactions to monitor the volume and movement of clients and to monitor performance for reporting.

Summit Publishing Group (Manila, Philippines)

Position: Data Encoder (Administration Department)

September 2014 – February 2015

- Adjusting images, editing & resizing images through Adobe Photoshop.
- Transferring articles from PDF format to word format.
- Uploading converted images and finalized articles into the system.

SM Hypermarket (Manila, Philippines)

Position: Receiving Clerk (Warehouse Department)

December 2013 – May 2014

- Receiving of goods & non-goods like furniture's, appliances, gadgets and etc.
- Unloading packages from incoming vendors.
- Organizing warehouse to save space.
- Monitoring of incoming and outgoing within the receiving area.

EDUCATIONAL BACKGROUND:

University of Caloocan City (Manila, Philippines)

Bachelor of Science in Business Administration

Major in Human Resources Development Management

Jun 2008 – April 2012

Character References: Available upon request