



Edmund Aliazas de Leon

Data Entry Receiving/RTV Clerk

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CONTACTS

- +966 593053520
- abdulazizaliazas@gmail.com
- 15 years 2 months
- Filipino
- Arabic, Tagalog, English
- 6477 Jabal Halla Mishrifa Jeddah, Saudi Arabia

KEY SKILLS

- Inventory Control
- Oracle
- Excel
- Powerpoint
- Ms World
- Computer
- Data Entry Operation
- Receiving Materials
- SAP WMS
- Cycle Counting
- Inventory Reconciliation
- Computer Knowledge
- Inbound Outbound Logistics
- Inventory Analysis
- Dispatch Scheduling

CERTIFICATIONS

Basic Safety Training Course
Capt. Lino Paterno Paderanga PSTC
Compound Brgy. Real Calamba,
Valid upto Jan 2009

HEADING

Technical/Data Focus: Detail-oriented Inventory Analyst proficient in SAP and Oracle, specializing in demand forecasting and supply chain optimization.

PROFESSIONAL EXPERIENCE

Ebdaa Al Qasr Marketing Co. Manuel Market Data Entry Receiving/RTV Clerk

Nov 2021 - Jan 2026 | Jeddah, Saudi Arabia

- Unload trucks, inspect shipments for damage, and verify delivery invoice against purchase orders to ensure accuracy.
- Update inventory records immediately via computer systems (scanners/software) to reflect received items.
- Process invoices, maintain accurate receiving logs, and file paperwork for incoming and outgoing shipments.
- Organize the loading dock and storage areas, and ensure products are properly staged for stocking.
- Identify defective or expired products and coordinate returns or exchanges with vendors.
- Maintaining detailed records of returns and determining whether to salvage, destroy, or return items to suppliers.
- Packaging damaged goods properly for shipment back to the supplier.
- Compile and process paperwork to maintain accurate tracking and auditing trails for returned stock.

Jehan Recruitment Co. Warehouse Team Leader

Nov 2018 - Oct 2021 | Jeddah, Saudi Arabia

- Direct the daily activities of warehouse staff, delegating tasks and monitoring productivity.
- Set individual and team KPIs, conduct performance reviews, and motivate staff to meet targets.
- Conduct regular cycle counts and physical inventories, reconciling them with inventory management systems.
- Monitor the inspection of inbound goods for damage and supervise the picking/checking process to reduce fulfillment errors.
- Coordinate incoming shipments and outgoing orders to meet supply chain and customer delivery schedules.
- Ensure warehouse equipment (e.g., forklifts, pallet jacks) is operational and report any maintenance needs.

Sisco Al Jabr Talke Vehicle Assigned Monitoring Team Leader

May 2014 - Nov 2017 | Al Jubail, Saudi Arabia

- Creating and implementing logistics plans, optimizing distribution networks, and scheduling shipments.
- Monitoring inventory levels, setting safety stock, and analyzing logistics data to improve efficiency.
- Oversee the scheduling, routing, and loading of shipments to meet company deadlines.
- Lead, train, and motivate dispatch staff, conducting performance reviews.

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- Monitor key performance indicators (KPIs) to optimize logistics processes, reduce costs, and improve delivery speed.
- Ensure all activities adhere to health and safety policies, and transportation regulations.
- Handle emergencies like traffic delays, maintenance issues, or urgent customer requests.
- Maintain accurate, up-to-date logs of calls, assignments, and personnel activities.

DB Schenker Phil.

Inventory Data Controller

Sep 2013 - Apr 2014 | Km. 19 W. Service Rd, Paranaque Metro, Manila, Philippines

- Maintaining precise inventory records, reconciling physical stock counts (cycle counting) with system records, and auditing discrepancies.
- Forecasting supply/demand and minimize excessive inventory costs
- Working with warehouse staff to organize stock and coordinating with suppliers regarding delivery issues.
- Reviewing documentation and monitoring product codes, expiration dates, and quality.

DHL Supply Chain/Procter & Gamble Phils.

Inventory Reconciliation Specialist/Team Leader

Nov 2009 - May 2013 | LISP 1 Cabuyao Plant, Pulo, Cabuyao, Laguna, Philippines

- Perform daily, weekly, or monthly cycle counts and physical inventory counts to verify stock accuracy.
- Research, identify, and resolve discrepancies between physical stock and system records (e.g., shortages, overages, damages).
- Update inventory management systems (SAP/RTCIS or WMS) with accurate data following reconciliations.
- Resolves idoc errors from the SAP R3/RTCIS snapshot report.
- Process Customers rejects, STAs, NRO on shift.
- Resolves overdue reports sent by each modules QA owners
- Prepare reports for management regarding inventory accuracy, shrinkage, and warehouse performance.

Nippon Antenna Phil.

Warehouse Assistant

Jul 2008 - Dec 2008 | Blk. 12 Lot 3&4 First Cavite Industrial Estate Dasmarinas Cavite, Philippines

- Accepting deliveries, verifying packing slips against shipments, and organizing inventory by category, size, or destination.
- Storing, and labeling goods, as well as conducting regular audits or cycle counts to ensure accuracy.
- *Picking products from storage, conducting quality checks, packing items securely, and generating shipping labels.
- Staging orders for dispatch, loading trucks, and updating the inventory management system.
- Applying labels, preparing shipping documentation, and loading products onto delivery vehicles.

Phil HKR, Inc.

Machine Operator

Dec 2007 - Jun 2008 | Pulong Sta Cruz Sta Rosa Laguna Toyota Motors Phil., Philippines

- Prepare machines for production, load raw materials, and operate equipment efficiently.
- Watch machine performance, check product quality.
- Inspect products for defects and ensure they meet quality standard

EDUCATION

Diploma Seafarer Rating Course - Marine Transportation
Asian Institute of Maritime Studies, Philippines

2007