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NUELITO MANJARES

SUMMARY OF SKILLS

- 13 years of Naval Supply Chain Management and Global Logistics Support
- Specialized in Naval Logistics Supply System, Naval Logistics Program, Naval Ship, Naval Aviation, Marines and Special Forces, Weapon System and Ammunition
- Planning and Organization, Logistics and Supply Specialist
- Deep knowledge in Party Logistics (1PL, 2PL, 3PL, 4PL and 5PL) Supplier and/or Contractor
- Standardization Programs and Procurement Policies of Supplier and/or Contractor
- Procurement and Document Control Specialist
- An able to produce new procedure, policies, work instructions, forms, quality objectives, etc
- Material Planning and Control Demand, Spare Parts Support Sustainment
- Logistics and Supply System Data Analyst Management
- Warehouse System Management Inventory Control, Level of Demand Support
- Over 8 years, acquired experience in Manufacturing, Production, Quality System and Warehouse Operation Management
- Integration of Incoming and Outgoing parts with restricted materials laboratory testing and verifications
- Strongly knowledge in QA/QC System Management and Total Quality Management Leaderships
- Knowledge in ISO 9002, ISO 14001 and OHSAS 18001 Standardization
- Highly proficient with Microsoft Office application such as Excel - Pivot - VLOOKUP etc., Word, Power Point
- Strongly knowledge in SQL (Structured Query Language) Data Management tools

OBJECTIVES

- To discover more potential within me and gain growth with my carrier; to work and share my knowledge, functional skill, competencies to perform multi task activities set by company requirements. A position that relates to my knowledge and experience will be highly prepared.

OTHER SKILLS

- Ability to quickly produce of initial result, corrective action, improvements and iterate to perfections
- Strongly skilled decision maker, confident in accurately evaluating options and anticipating outcomes with the ability to make decisions under pressure
- Ability to plan, coordinate and manage the execution of allocated deliverables within agreed timelines to consistently deliver on our customer pledge
- An able to interact in all level of management and organization, works well under pressure and consistently meets deadlines and targets while delivering high quality work
- Ability to work in teams and influence outcomes through excellent communication, persuasion and negotiation skills both verbal and written
- Can work independently of responsibilities with strong organizational and time-management skills with the ability to handle multiple tasks

PROFESSIONAL SUMMARY

- Thirteen (13) years of Supply Chain Management and Global Logistics Support working in Naval Logistics, Naval Ship, Naval Aviation, Ground Combat Supply System, Weapon System and Ammunition as Logistics Analyst. Throughout, the mission of the Research and Development Center (RDC) of Royal Saudi Naval Forces (RSNF), Kingdom of Saudi Arabia (KSA) is to provide technical support to the Director, Engineering Support and Research Department (ESRD) in the acquisition and maintenance of ships, ship equipment, and ground combat systems, combat support equipment and service support equipment.
- Over eight (8) years, acquired experience in Manufacturing and Production Operation, Quality Management System and Warehouse Management System as Quality Control Technician / Production Specialist with successful contributions in manufacturing operations, quality management system, project management system, process improvement, business analysis and evaluation, product development life cycle methodologies, supplier management, processes and standards at APC | MGE (American Power Conversion), Philippines By Schneider

SPECIALIZATION

NAVAL DEFENCE FORCES

Naval Ships:

- Minesweepers (British), Frigates (France), Landing Craft Vessels (France), Support Vessels (France), Corvettes (USA/France) and Patrol Boats (USA)

Naval Aviation:

- Helicopter
Super Puma ASW (France), SA Dauphin Utility SAR (France), MH60R -ASW/ASuW (USA)
- UAV:
Unmanned Aerial System-UAS (Turkey)

Marines and Special Forces:

- Guns, Combat Support System, equipment's and vehicles (BMR, AFVs and HMMWVS).

Naval Logistics Programs:

- Computerized Provisioning Automated Supply System, FEDLOG - Federal Logistics, HAYSTACK Logistics Supply, NATO Master Catalogue of References for Logistics, SOPRANO.

MANUFACTURING INDUSTRY

- Central Warehousing Operation.
- Integration of Incoming and Outgoing parts with restricted RoHS compliance materials
- QA/QC Leaderships and Quality System Management
- Process Improvement and Product Development Life Cycle Methodologies,
- Supplier management, Contract and Business Analysis
- Semiconductor Lead Production Process and Engineering Electronics Process Assembly
- Semiconductor Automated Machine Operations (DIP, Radial, VCD and Wave Soldering Machine)
- Product Inspection, Screening and Chemical Laboratory Testing
- Read PCB schematic, Visual Inspection, Test and Calibration), Product failure trouble shooting, Sampling and Packaging Standard, Soldering and assembling of electronic components in PCB board

EDUCATION

Master in Public Administration major in Management and Organization - (03/2015)
Southern Philippine Academy (SPA) College Inc., Datu Piang, Maguindanao, Philippines

COMPUTER PROFICIENCY

- MS Office:
(Word, Excel, Power Point)
- SQL (Structured Query Language)

TRAINING CERTIFICATES

Royal Saudi Naval Forces Research and Development Center Naval Appreciation

SQL Server (16/11/2017)
Management
Facilitator

NAVSUP - United States Naval Supply Business Center

Naval Logistics and Supply
Provisioning, (29/01/2018)
Configuration
Management, Weapon
System and Integrated
Allowance Documents
Automated Centralized (09/02/2017)
Requisition and
Distribution
Subsystem

APC - American Power Conversion By Schneider, Philippines Certificates in Manufacturing Operation and Quality Management

Acceptability of (28/02/2006)
Electronics Assembly
Certified Licenses IPC- (28/02/2006 -
A-610D Serial No. 28/02/2008)
610DS 101359

The IPC, nationally recognized as an electronics manufacturing trade association, has issued the IPC-A-610D "Acceptability of Electronic Assemblies." It has international reputation as the source from the process to finish product acceptance criteria for consumer requirements satisfaction and high reliability of product assemblies.

Learning Quality (15/08/2000)
Leadership (LQL)
Training II
Personality (17/04/2000)
Development Training
Ergonomics in the (20/01/2000)
Workplace
Disaster Management (19/01/2000)
Course
Basic Quality Control (7/07/1999)
Total Quality (23/06/1999)
Management (TQM)
Workshop
Team Building (18/06/1999)
Workshop
7S Training (1/06/1999)
Manufacturing (26/03/1999)
Engineering
Instruction (MEI)
International (11/03/1999)
Organization for
Standardization (ISO)
9002
Quality Control (24/02/1999)
Inspection Procedure
(QCIP) Awareness
Work Attitude and (10/02/1999)
Values Enhancement
(WAVE)

WORK EXPERIENCE

LOGISTICS ANALYST (10/2008 - 05/2021) (PLANNING AND ORGANIZATION, LOGISTICS AND SUPPLY SPECIALIST) RSNF – Royal Saudi Naval Forces (Kingdom of Saudi Arabia)

DUTIES AND RESPONSIBILITIES

Material Planning Demand and Spare Parts Support Sustainment:

- Assists in the implementation of logistics and supply chain, maintenance support policies, material procurement and sustainment, modification and repair programs in the implementation of the material support function
- Determining the required materials and generating purchase orders, scheduling and overseeing the supply and delivery of materials and products
- Ensuring materials meet specifications, quality standards, and are cost-efficient, consistent and adequate supply of materials necessary for end-user
- Tracking and monitoring customer demand, purchasing trends, preparing cost estimates and performance reports
- Liaising with customers, suppliers, distributors and managing inventory issues, schedule changes, and cancellations
- Provide provisioning of all new systems, equipment and selected items
- Provide parts stocking recommendations and identify sources for procurement of repair/spare parts for systems
- Conduct a level of repair analysis on all new systems and equipment and develop the appropriate logistics support as indicated by the analysis and evaluate proposed equipment or parts substitution and approve/disapprove the replacement item

Standardization Programs and Procurement Policies for Supplier or Contractor:

- Oversee and review a Party Logistics (1PL, 2PL, 3PL, 4PL and 5PL) Supplier and/or Contractor contract proposal, business logistics and supply chain system program
- Perform sourcing, qualifies, assists in accreditation and supplier assessment and develops supplier relationships, participates in and proactively engages in supplier and/or contractor evaluation/qualification to create and maintain effective partnerships with suppliers and/or contractor.
- Work with Supplier and/or Contractor to address Logistics and Supply Chain Support Requirements to expedite parts/materials availability and work with cross-functional teams to meet delivery and inventory KPIs, improving Supplier and/or Contractor service and experience, while optimizing logistics cost, inventory and obsolescence issue
- Maintain files of develop maintenance support plans and schedules for all new acquisition systems and equipment, Procurement Policies
- Management of documents and maintenance of all controlled company documents are updated and validated for accuracy.
- Create new procedure, policies, work instructions, forms, quality objectives, etc., and revise existing documentation where necessary as assists in any new documentation.
- Oversee all inbound and outbound shipments from the origin includes tracking air and sea freight
- Ensure inventory receive into the system when goods arrive in the warehouse and audit inventory as needed

Warehouse System Management, Material and Inventory Control Level Support:

- Monitor appropriate and analyze inventory level of demand and distribution to maintain sufficient stock level and to avoid lower or overstock
- Analyze overall inventory movement and identify critical stock level items, slow moving items, and stagnant items with recommend resolution in order to place product order on timely manner and track open purchase order
- Maintains sufficient inventory based on consumption and prepares stock requisition for low inventory products and prepare daily report on the inventory status of and validate all system transactions by examining the actual documents and activities, and recommend improvements
- Initiate actual month-end inventory count to maintain records of materials in inventory, real-time, accurate, and complete records of all inventory transactions
- Initiate request to warehouse department to perform of physical count of inventory as need and reconciles actual count of inventory to system count and provide directions for disposal of all equipment identified by a competent authority as no longer serviceable

Logistics Study and Supply Data System Analyst Management:

- Technical Studies and Equipment Evaluation Programs of the Logistics and Supply Chain Support Requirements
- Performs logistic studies and analysis of existing systems system or equipment specifications to support specific operational requirements
- Manage query and run daily data extractions with data base system SQL along in a large scale databases, datasets to summarized analytical finding data discrepancies found during the data extraction process and manually correct data errors
- Interpret analytic output and translate data into insights and strategic recommendations changes in key performance indicators and identify the potential causes as well as opportunities for improvement
- Execute fast and accurate transaction processing (including data parsing, entry, and updating) and enrich data through research, and generate reports and analytics as needed with consistently perform with high accuracy and attention to details
- Manage Data-cleansing and standardization of data experience clean raw information from external sources and perform quality assurance procedures on uploaded data

Certificates in Manufacturing Operation and Quality Management- *continued*

Learning Quality Leadership (LQL)	(03/02/1999)
Basic Soldering Training	(23/11/1998)
Material Review Board (MRB) /Quality System Training	(20/11/1998)
Basic Electronics Components	(20/11/1998)
Introductions to 5S	(20/11/1998)
Electro Static Discharges (ESD) Training	(15/10/1998)

Other Related Training and Seminars Attended in Manufacturing Operation and Quality Management

X-ray Fluorescence Interpretation	(24/10/2006)
OHSAS 18001 Orientation	(22/07/2005)
Japan Quality Issue and Magnetizer Orientation	(04/06/2002)
Respiratory Protection Training	(06/12/2000)
DPU Reduction Training	(05/05/2000)
ISO 14001 Orientation	(05/05/2000)
Drug Prevention Education	
PQA Orientation	(05/05/2000)
Process Improvement Techniques	(01/02/2000)
Customer Service Training	(25/01/2000)
Fire/Earthquake Training and Drill	(25/01/2000)
Personal Protective Equipment Orientation	(22/11/1999)
Professional Skills Management	(20/11/1999)
QCIP196 Orientation & APC Workmanship	(15/09/1999)

PERSONAL INFORMATION

Date of Birth:	03-July-1977
Place of Birth:	Cavite City
Civil Status:	Married
Gender:	Male
SSS No.:	33-3903194-1
UMID ID No.:	CRN-0033-3903194-1
PhilHealth No.:	19-026660594-7
Pag-IBIG No.:	121300227424
Passport:	P6064740B
Issued Date:	11-Jan-2021
Expiration	10-Jan-2031
Date:	
Place of Issue:	PE Riyadh

CHARACTER REFERENCES

- **Mark Anthony Abad**
2LT (INF) Philippine Army
+63 915 755 8906
- **Alvin B. Perez**
PAG-IBIG Fund Clerical and Administrative Support
+63 936 908 5110
- **Shyrell R. Abad**
CPL (INF) Philippine Army
+63 956 650 6056

Quality Control Technician / Production Specialist (10/1998)-(08/2007)
APC (American Power Conversion) By Schneider, Philippines

DUTIES AND RESPONSIBILITIES

Central Warehouse Incoming Inspection for Non RoHS/RoHS compliance parts:

- Ensures quality of every activity in all aspects of warehouse receive incoming and outgoing raw materials, parts and components for which the supplier provided the RoHS declaration on the restricted materials
- Performs visual, physical, and statistical evaluation of incoming parts and components
- Conducts sampling of incoming parts and components for acceptance evaluation and confirmation to set requirements (sampling standard (ANSI, JIS and MIL-STD) in accordance of QC tools) for laboratory testing and verification
- Review the quality of incoming and outgoing materials, ensure compliance with customer specifications and quality, and collaborate with the department for all material procurement and quality materials.
- Responsible for QA/QC documents including certificates, calibration, test results, inspection request, non-compliance reports and observations, materials delivered, and other important QA/QC documents.
- Develop and determine all standards to perform inspections and tests on all procedures, oversee all testing methods, method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist and maintain high-quality standards for all processes
- Ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes in all quality standards, quality manuals and procedures, and collaborate with contractors and suppliers to maintain the quality of all systems.
- Maintain knowledge on quality assurance standards, monitor continuous application for all quality assurance processes and recommend corrective actions for all operations
- Conducts sensory, physical, chemical tests of incoming parts and interpret XRF result in accordance to RoHS compliant acceptance procedure to ensure standards and requirements are met by conducting quality assurance tests
- Prepares reports for analysis and decision making for the parts and components with passed and failed result (parts and components that can't be tested via XRF send for 3rd party testing)
- Verifies compliance of the received documentation against data from the original declaration will be sufficient and in intent to rely on the supplier declaration as proof that the parts are RoHS compliant
- Warns vendors that attempts to dump noncompliant parts, whether intentional or not, will be caught as needed, assesses the RoHS compliance of incoming parts and components when vendor declarations unavailable
- Stock Transfer Slip (STS) & Production output report
- Authorize to immediately stop the production line when quality concerns have been located.
- Must immediately report or resolve any discrepancy on the field to their superior.
- All direct and indirect duties and responsibilities assigned by the corresponding immediate superior or management.
- Oversee outgoing raw material inspections of selected raw materials to assure specifications are achieved
- Prepares report & giving quality rating (accepting or rejecting) for sample checked

Manufacturing and Production Operation:

- Checks the manufacturing documents, quality control plan, standard operational procedures and work instructions are available in the workplace and at the point of inspection area
- Audits the manufacturing process flow and control plans are enforced and implemented and maintained
- Oversee the operational procedures and working practices to conform with requirements and standards, chemical handling and wearing PPE's in production area and identifies the product requirements and process requirements are satisfied machine parameters
- Checks Semiconductor Machine Preventive Maintenance System documentation well been implemented, maintained and operate the machine to ensure it's working properly an stops production if any non-conformities or suspect situation or product is discovered; Reviews and gives product quality validation/approvals
- Support the Quality Engineer for implement and handling audits, internal and customer containment, corrective action, preventive reports, feedback and evaluations to resolve quality issue and achieving quality goals
- Monitors and update calibration schedule to ensure that tools/equipment is calibrated on time and as needed perform internal calibration
- Verifies conformity of production, handling, and storage processes to established procedures and requirements
- Monitors production processes whenever changes in materials, formulations, and processes are introduced
- Conducts inspection and tests of finished products to verify conformity to set standards (sampling standard (ANSI, JIS and MIL-STD) in accordance of QC tools)
- Investigates, determines root cause and resolves quality issues within minimum supervision and reviews manufacturing flow to determine root cause of quality problems/issues
- Prepares reports for analysis and decision making and coordinates the corrective actions and preventive actions are transparent to all departments and recommends improvements to manufacturing process flow to eliminate quality issues
- Conduct meetings to Line Leaders thus to resolve issues and accomplishes relevant forms to gather evidences of conformity to requirements and coordinate with documentation clerk in consolidating quality records and assesses MRB (Material Review Board) coordinator in executing MRB activities