

Reymar C. Queja

Position: Store Supervisor

Contact #: 0537514483

Email Add: queja.reymar@gmail.com



TRANSFERABLE IQAMA (IMMEDIATELY JOINING)

SUMMARY

Professional/Work Experience Summary

Perform daily material handling processes and controls for the district-wide receiving, distribution, and inventory services, including Receiving/Asset Management computer systems.

Receive and distribute materials; load and unload, pick-up, transport, and deliver materials; expedite deliveries and shipments; complete forms, validate shipping/receiving and inventory documents; inspect materials, identify and report discrepancies; tag assets, label and package materials; process returns. Building a positive health and safety culture among safety staff by allocating responsibilities, commitments, training and advisory support.

Maintain safe, clean, and organized facility/work areas; comply with safety and security regulations regarding handling of supplies and materials.

Schedule, participate in, and perform large and small-scale physical inventories. Assist in conducting and coordinating periodic inventory disposal, records destruction, and inventory. Assist in the tracking of fixed assets district-wide; locate, identify, tag, and assist in grouping equipment for audits.

Maintain standard office equipment, material-handling, and warehousing equipment and tools.

Perform related duties as assigned.

Performing of Material Inspection Internal & External together with the QA/QC.

SKILLS

Highlights	
■ GOOD COMMUNICATION	■ ORGANIZATION
■ INVENTORY CONTROL	■ TIME MANAGEMENT
■ COMPUTER PROFICIENCY	■ MATERIAL INVENTORY
■ INVENTORY MANAGEMENT	■ MATERIAL FLOW
■ KNOWLEDGE OF SAFETY	■ ANALYTICAL SKILLS

WORK EXPERIENCE *(In Reverse Chronological Order)*

• Name of Company: SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)			
• Position: STORE SUPERVISOR			
• From:	MARCH 2024	To:	JUNE 2025

- **Project/s Handled:** **IN AND RISER REPLACEMENT - CRPO's NO.18 #:**

Job Description: PERFORMING OF MATERIAL INSPECTION INTERNAL & EXTERNAL TOGETHER WITH THE QA/QC & CLIENT, MAINTAINING OF STOCK AVAILABILTY, PRESERVATION OF MATERIALS.

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)
• Position:	STORE SUPERVISOR
• From:	NOVEMBER 2023 To: JUNE 2025
• Project/s Handled:	ARAMCO - UR NORTH ARABIA PROJECT - 00207 (NA WAAD AL
• Job Description:	PERFORMING OF MATERIAL INSPECTION INTERNAL & TOGETHER WITH THE QA/QC & CLIENT, MAINTAINING OF STOCK AVAILABILTY, PRESERVATION OF MATERIALS.

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)
• Position:	STORE SUPERVISOR
• From:	DECEMBER 2022 To: JUNE 2025
• Project/s Handled:	ARAMCO - UR NORTH ARABIA PROJECT - 00192 (NA GAS PRODUCTION 2 WELLS - CRPO's NO.2 #: 6600050691, BI: 11- 20034-2002)
• Job Description:	PERFORMING OF MATERIAL INSPECTION INTERNAL & TOGETHER WITH THE QA/QC & CLIENT, MAINTAINING OF STOCK AVAILABILTY, PRESERVATION OF MATERIALS.

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)
• Position:	STORE SUPERVISOR
• From:	DECEMBER 2022 To: JUNE 2025
• Project/s Handled:	ARAMCO - UR NORTH ARABIA PROJECT - 00193 (NA CP FOR GAS WELL HEAD CASING - CRPO's NO.4 #: 6600050691, BI: 11-
• Job Description:	PERFORMING OF MATERIAL INSPECTION INTERNAL & TOGETHER WITH THE QA/QC & CLIENT, MAINTAINING OF STOCK AVAILABILTY, PRESERVATION OF MATERIALS.

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)
• Position:	STORE SUPERVISOR
• From:	DECEMBER 2022 To: JUNE 2025
• Project/s Handled:	ARAMCO - UR NORTH ARABIA PROJECT - 00194 (REPLACE 33 WELLS RISER SPOOLS - CRPO's NO. #: 6511087463,
• Job Description:	PERFORMING OF MATERIAL INSPECTION INTERNAL & TOGETHER WITH THE QA/QC & CLIENT, MAINTAINING OF STOCK AVAILABILTY, PRESERVATION OF MATERIALS.

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)
• Position:	STORE SUPERVISOR
• From:	DECEMBER 2019 To: JULY 2023
• Project/s Handled:	ARAMCO - MASTER GAS OVER PRESSURE MITIGATION FACILITIES (MGS) - 00160
• Job Description:	PERFORMING OF MATERIAL INSPECTION INTERNAL &

**TOGETHER WITH THE QA/QC & CLIENT, MANTAINING OF STOCK
AVAILABILITY, PRESERVATION OF MATERIALS**

• Name of Company: SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)			
• Position:	STORE KEEPER		
• From:	March 2018	To:	March 2019
• Name of Company:	ARAMCO - YANBU REFINERY - MISC MAINTENANCE. SERVICES. - 00170		
• Job Description:	MANTAINING OF STOCK AVAILABILTY, PRESERVATION OF ISSUING & RECEIVING OF MATERIALS ETC.		

• Name of Company:	SPECIALIZED INDUSTRIAL SERVICES COMPANY LTD. (SISCO)		
• Position:	I.T SUPPORT		
• From:	NOVEMBER 2014	To:	March 2018
• Project/s Handled:	I.T DEPARTMENT		
• Job Description:	REFORMATTING OF COMPUTERS, INSTALLING OF SOFTWARE MIRCOSOFTE OFFICE, PRIMAVERA, ADOBE PDF, REPAIRING OF COMPUTERS ETC.		

TRAININGS

Training Course	Institution	Year
Occupational Safety and Health	Osha Academy	2018
Occupational Safety and Health Manager	Osha Academy	2018
Occupational Safety and Health Specialist	Osha Academy	2018
Occupational Safety and Health Supervisor	Osha Academy	2018
Occupational Safety and Health Trainer (Train the	Osha Academy	2018
Safety and Health Committee	Osha Academy	2018
Safety and Health Committee	Osha Academy	2018
Confined Space Program	Osha Academy	2018
Electrical Safety Basics	Osha Academy	2018
Emergency Action Plans	Osha Academy	2018
Preventing Workplace	Osha Academy	2018
Ergonomics Management	Osha Academy	2018
Emergency Response Team	SISCO	2019

PROFESSIONAL CERTIFICATIONS

Certificate	Institution	Year	Validity
Occupational Safety and Health Specialist (OSHA	Osha Academy Occupational	2018	VALID
Saudi Aramco Approval (CERT. # NAFS-SIS-PMT-LT-0152	Saudi Aramco	2025	VALID

EDUCATION *(Highest to Secondary)*

Degree	University	Year Graduated
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	SYSTEM TECHNOLOGY INSTITUTE (STI)	2012