

Robert John H. Gutierrez

Supply Chain | Logistics | Inventory Management Professional

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Carrer Objective

Supply Chain, Logistics, and Inventory Management professional with 5+ years of experience in retail, wholesale, and project-based environments in the UAE. Strong expertise in SAP ERP, warehouse operations, inventory control, inbound & outbound logistics, KPI/SLA monitoring, and team supervision. Proven track record of improving inventory accuracy, optimizing warehouse efficiency, and supporting smooth logistics operations while ensuring compliance with UAE standards.

CORE COMPETENCIES

- Supply Chain Operations
- Inventory & Warehouse Management
- Inbound & Outbound Logistics
- Inventory Accuracy & Cycle Counting
- Vendor & Supplier Coordination
- Documentation & Compliance Control
- Team Leadership & Staff Training
- Logistics Coordination
- SAP ERP & WMS
- GRN, Delivery Notes & Stock Reconciliation
- KPI & SLA Monitoring
- Transport & Delivery Scheduling
- Cost Control & Process Improvement

PROFESSIONAL EXPERIENCE

Procurement / Logistics Coordinator

Company: *Bright Accord General Contracting LLC (BAGC)*

Project: **ADNOC Project - Hail and Ghasia**

August 20, 2025 – Present

Key Responsibilities

- Manage end-to-end procurement and logistics operations for project materials, ensuring alignment with project timelines and ADNOC standards.
- Track and monitor purchase orders, material requests and delivery schedules using SAP ERP.
- Coordinate with suppliers, subcontractors and internal departments to ensure on-time and complete delivery of materials.
- Maintain accurate records of procurement documentation including POs, invoices, delivery notes and material submittals.
- Monitor supplier performance and proactively resolve delivery delays and supply chain issues.
- Support procurement activities such as RFQs, supplier evaluation and quotation analysis.
- Track shipment status and logistics activities to ensure smooth material flow to site.
- Prepare and present procurement and logistics reports for management review
- Ensure compliance with company policies, project requirements and documentation standards
- Collaborate with project teams to forecast material requirements and avoid stock shortages

Logistics Officers

Company: *Onyx Coating USA*

March 15, 2025 – July 1, 2025

Key Responsibilities:

- Coordinated logistics activities including material deliveries, pickups, and stock movement.
- Monitored and controlled inventory levels to avoid shortages and overstocking.
- Maintained accurate inventory records and logistics documentation (delivery notes, invoices, reports).
- Coordinated with drivers, transport companies, and internal departments for smooth operations.
- Prepared logistics reports covering delivery status, stock usage, and material movement.
- Ensured compliance with company policies, UAE transport regulations, and safety requirements.

Acting Assistance Manager – 2023 – Aug 2024
Supply chain Supervisor - 2022
Ecommerce Specialist - 2021
Order fulfilment Specialist - 2020
Assistant Order fulfilment Specialist (OJT) - Aug 2018

Company: MAP ACTIVE – (Retail and whole Sale)
August 2018 – August 2024

Achievements:

- ✓ Improved SAP ERP transaction accuracy, reducing inventory discrepancies and manual processing errors.
- ✓ Enhanced on-time delivery and order fulfilment performance through effective coordination with transporters and logistics partners.
- ✓ Optimized warehouse layout and storage utilization, improving picking efficiency and space management.
- ✓ Supervised and led a team of 10–20 warehouse and supply chain staff, consistently achieving operational KPIs and SLAs.
- ✓ Identified and resolved recurring supply chain, inventory, and logistics issues, minimizing operational disruptions and delays.

Key Responsibilities:

- Managed day-to-day supply chain and warehouse operations including inventory management, inbound and outbound logistics, order fulfilment, and customer service.
- Prepared and processed purchase orders, monitored delivery schedules, and coordinated with suppliers to ensure timely and accurate delivery of goods.
- Controlled inbound and outbound warehouse transactions including GRN, delivery notes, stock transfers, and returns.
- Monitored stock movement using SAP ERP and WMS, maintained inventory accuracy, and performed inventory reconciliation for warehouse and retail stores.
- Managed invoice verification, billing processes, and preparation of month-end logistics and inventory reports.
- Ensured compliance with company policies, procedures, documentation standards, and operational controls.
- Prioritized order queues based on delivery deadlines, customer requirements, and SLA commitments.
- Trained, supervised, and evaluated warehouse and logistics staff, improving productivity, safety awareness, and performance.
- Coordinated with shipping carriers, transport companies, and freight forwarders to arrange outbound shipments and deliveries.
- Supported system operations by maintaining accurate product listings, inventory records, and resolving operational system issues.

EDUCATION

Bachelor of Science in Industrial Engineering

Rizal Technological University, Mandaluyong City – Year 2014 – 2020

CERTIFICATIONS & TRAINING

- **Project management for supply chain improvement**
- **Sustainability and risk management in supply chain.** – Coursera
- **Supply chain analytics and basic data science (Power BI/Tableau, SQL)**
- **Negotiation and supplier relationship management.** – Coursera
- **Lean Six Sigma Yellow Belt**
Prof. Dr Marcelo Machado Fernandes – May 2026
- **NEBOSH International General Certificate in Occupational Health and Safety**
Aspire Training and Management Consultancy LLC – April 2026
- **Statistical Method Workshop**
Philippine Embassy Abu Dhabi – Jan 2026
- **Lean Six Sigma White Belt**
Prof. Dr Marcelo Machado Fernandes – Nov 2025
- **SAP ERP/SAP WMS Training**
MAP Active Nov 2018