

# JERIC MORENO

## CONTACT



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Fakriah, Dammam, KSA

## PORTFOLIO



[jericmoreno.com](http://jericmoreno.com)



[github.com/jericmoreno](https://github.com/jericmoreno)



[behance.net/jericmorenffdf](https://behance.net/jericmorenffdf)

## SKILLS

### Productivity Software:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- OneNote
- OneDrive
- Teams
- Microsoft 365
  
- Google Docs
- Google Sheets
- Google Slides
- Gmail
- Google Calendar
- Google Drive
- Google Meet
- Google Workspace
  
- Zoho Workplace

## PROFESSIONAL SUMMARY

A versatile professional with more than 15 years of experience spanning IT, administration, document controller, and sales. My foundation is BS in Information Technology. Prior to my current career, I honed my customer service and sales skills for 8 years, proving my adaptability and resourcefulness. I complement my work with freelance web development, showcasing my continuous learning and passion for technology.

## EXPERIENCE

### SAP PROCESSOR | DOCUMENT CONTROLLER | ADMIN

SRACO – Saudi Aramco Contractor | Dammam, KSA

2019 – Present

### Duties & Responsibilities:

- Accurate and timely entry of various types of data into the SAP system, such as invoices, purchase orders, etc. This may involve validating data, resolving discrepancies, and ensuring compliance with company policies and procedures.
- Handling and processing physical and digital documents related to SAP transactions. This can include scanning, organizing, archiving, and retrieving documents as needed.
- Processing travel and expense reports, ensuring compliance with company policies.
- Proficient in managing employee leave requests and balances within SAP, ensuring compliance with company policies and labor laws. Generated comprehensive reports for HR and management, highlighting leave trends and potential issues.
- Efficiently processed travel requests, coordinated travel arrangements, and managed expense reports within the SAP system, adhering to company travel guidelines.
- Managed the procurement of office supplies by generating purchase orders in SAP, coordinating with vendors, and tracking inventory to maintain optimal stock levels.
  
- Accepting incoming documents, assigning unique identifiers, and categorizing them based on project, type, or other relevant criteria.
- Organizing both physical and electronic documents in a structured manner for easy retrieval and preservation.
- Tracking changes to documents, maintaining version history, and ensuring that the latest versions are accessible to authorized personnel.
- Facilitating the controlled distribution of documents to internal and external stakeholders, ensuring that the right people have access to the correct information.
- Reviewing documents for errors, inconsistencies, and missing information.
- Verifying that documents comply with internal company guidelines, industry standards, and relevant legal requirements.
- Developing and maintaining standardized procedures for document creation, review, approval, distribution, and archiving.
- Regularly assessing the effectiveness of document control procedures and identifying areas for improvement.
- Assisting project managers and team members with document-related tasks, such as retrieving documents, creating templates, and generating reports.
- Managing and maintaining electronic document repositories to streamline document control processes and enhance accessibility.
  
- Maintaining filing systems, both physical and digital, ensuring documents are easily accessible.
- Managing calendars, scheduling meetings and appointments, coordinating travel arrangements.
- Drafting and sending emails, memos, letters, and other correspondence.

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## SKILLS

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### Adobe Software:

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe XD
- Adobe Premier Pro
- Adobe After Effects
- Adobe Document Cloud
- Adobe Acrobat Pro

### ERP Software:

- SAP
- JD Edwards (Oracle)

### Data Visualization Software:

- PowerBI
- Looker Studio

### Web Development:

- HTML5
- CSS3
- JavaScript
- PHP
- Python
- MySQL

### Front End:

- Visual Studio Code
- Git
- npm
- Bootstrap
- Tailwind CSS
- Foundation
- Gulp
- Webpack
- Chrome DevTools
- Sass/SCSS

## EXPERIENCE

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### SAP PROCESSOR | DOCUMENT CONTROLLER | ADMIN (*continuation*)

SRACO – Saudi Aramco Contractor | Dammam, KSA

2019 – Present

#### Duties & Responsibilities:

- Ordering and managing office supplies, ensuring adequate inventory.
- Preparing presentations, reports, and other documents as needed.
- Arranging logistics for meetings, taking minutes, and distributing materials.
- Providing assistance with various tasks as needed to ensure smooth office operations.

### ADMIN IN – CHARGE | DATA ENTRY IN – CHARGE

Al Maya Group | Dubai, United Arab Emirates

2016 – 2017

#### Duties & Responsibilities:

- Diagnose and resolve technical issues with store and office peripherals, including printers, weighing scales, barcode readers, and tilt sensors, ensuring smooth operations.
- Maintain data accuracy and integrity within the JD Edwards ERP system, addressing stock discrepancies and ensuring real-time inventory visibility.
- Conduct regular audits to ensure product prices on shelf labels match the system prices, safeguarding customer trust and compliance with regulations.
- Prepare and submit comprehensive reports on daily purchase and return invoices, providing stakeholders with up-to-date sales and inventory data.
- Process and reconcile all store invoices on a monthly basis, ensuring timely closure of financial periods and accurate accounting.
- Meticulously document and record damaged, expired, destroyed, and store-used items in the system, minimizing losses and maintaining inventory control.

### FLOOR SUPERVISOR

Al Maya Group | Dubai, United Arab Emirates

2015

#### Duties & Responsibilities:

- Maintain smooth and efficient daily store operations, ensuring adherence to company policies and procedures.
- Drive sales performance by actively engaging with customers, resolving inquiries, and providing exceptional service.
- Supervise and motivate floor staff, delegating tasks, providing guidance, and addressing performance concerns.
- Monitor stock levels, ensure proper product presentation, and participate in inventory counts and audits.
- Maintain visually appealing displays and uphold brand standards to create a positive shopping experience.
- Implement and enforce loss prevention strategies to minimize theft and shrinkage.
- Provide regular updates to store management on sales performance, customer feedback, and operational challenges.
- Identify opportunities for process improvement and offer constructive feedback to the store manager.

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## SKILLS

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### Back End:

- JavaScript (Node.js)
- Python
- PHP
- Express.js
- Django
- Laravel
- MySQL

### Content Management System:

- WordPress
- WooCommerce
- Shopify
- Wix
- Ghost

### Web Hosting:

- cPanel
- Apache
- LiteSpeed
- CloudPanel
- Memcached
- Cloudflare
- SSL Certificates

## KEY SKILLS

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- Responsible
- Detail oriented
- Flexible
- Efficient
- Adaptable
- Quick learner
- Analytical
- Multitasking
- Can handle pressure
- Problem-solving
- Team player
- Results-oriented
- Organized
- Creative

## EXPERIENCE

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### ADMINISTRATIVE STAFF

Al Maya Group | Dubai, United Arab Emirates  
2013 – 2015

#### Duties & Responsibilities:

- Efficiently and accurately encode daily goods received invoices into the JD Edwards ERP system, ensuring seamless inventory tracking and financial reconciliation.
- Generate detailed reports on store purchases and returns, providing insights into sales trends, inventory turnover, and profitability.
- Implement price changes in both the JD Edwards system and the point-of-sale (POS) system, ensuring accurate pricing for customers and compliance with regulations.
- Create and maintain clear and professional shelf labels reflecting all price adjustments, enhancing the customer shopping experience.
- Assist in managing inventory levels by tracking stock movements, identifying discrepancies, and reporting any issues to relevant departments.
- Collaborate with the merchandising team to ensure accurate inventory records and optimize product availability.
- Handle general administrative duties such as filing, data entry, and document management, maintaining organized records and efficient workflows.
- Provide support to store management and other departments as needed, fostering a collaborative and supportive work environment.

## EDUCATION

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### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Cavite State University | Imus Campus, Philippines  
2008 – 2012

- Graduated with honors, demonstrating academic excellence and a strong foundation in information technology principles.
- Elected Class President for 8 consecutive semesters, showcasing leadership, communication, and problem-solving skills while advocating for student needs.
- Served as Vice President of the Student Council, further developing leadership abilities, collaborating with diverse stakeholders, and driving positive change within the university community.

## SHORT COURSES | ONLINE COURSES

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### GOOGLE CLOUD

- Digital Transformation with Google Cloud
- Exploring Data Transformation with Google Cloud
- Innovating with Google Cloud Artificial Intelligence
- Modernize Infrastructure and Application with Google Cloud
- Trust and Security with Google Cloud
- Introduction to Generative AI
- Introduction to Large Language Models
- Introduction to Responsible AI