



Joseph D. Enriquez

Delos Reyes St., Gen. T. De Leon, Valenzuela City

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CAREER OBJECTIVE

Self-motivated and determine business administration graduate with encoder, inventory assistant, admin clerk and welder experience seeking a full-time position where I can apply my skills to provide exceptional services to clients.

WORK EXPERIENCE

Company Name: *MINAMINIPPON SHIPBUILDING CO., LTD.*

Country/Address: Usuki City, Oita, Japan

Company Industry: Shipbuilding

Department: Shitanoe Re-engineering (sub assembly)

Position: *Welder FCAW, SMAW / Grindman / Repairman / Cleaner*

Duration: May 2016 – May 2019

Working hour per week: 8 hours plus 2 hours overtime

Contact Person: Shigehiro Umeki

Email address: umeki.shigehiro@mnp.imazo.com

Position: Acting Secretary – General Technical Intern Training Program Secretariat

Work Description:

- to assemble all components with help of power and hand tools, semi-automatic welding operation (FCAW), welding and repair with FCAW / SMAW and AAG. Performing field welding on structural grade steel. Full welding of carbon steel at all sizes, to fabricate wall brackets, support brackets, shelves, ladders, platforms and stairways. Pipe welding.

Strengths:

- Work under pressure, good leadership and communication skill, work under minimal supervision.

Duties and Responsibilities:

- Full welding of carbon steel at all sizes
- To assemble all components with help of power and hand tools
- Semi – Automatic Welding operation (FCAW)
- Welding and repair with FCAW / SMAW and AAG
- Operation of tools related to grinding
- Welding in various positions such as flat, vertical, horizontal and overhead
- Performing field welding on structural grade steel
- To fabricate wall brackets, support brackets, shelves, ladders, platforms ,stairways and pipes
- Initial quality inspection after welding work
- That he can speak Japanese language of minimum daily life
- That he did not commit any crime during his stay in Japan.

Tools/ Materials/ Equipment/ Machine Used:

- Daihen welding machine
- wire brush, grinder, baby grinder, pencil, flashlight, pliers, welding mask, chipping hammer
- PPE, arm covers, safety shoes, hardhat, safety belt, leather gloves, goggles

Company Name: The Obagi Skin Health Inc.

Country/Address: 831 Tirol Bldg. Edsa Cor. E. Lopez Sr. South Triangle Quezon City. Philippines

Company Industry: Dermatology Clinic

Department: Inventory

Position: Inventory Assistant

Duration: *October 27,2014 – March 13,2015*

Working Hour per week: 8 hours

Contact Person: Ms. Rhizza Ann C. Bantillo

Email: rhizzaann.bantillo@yahoo.com

Position: HR Officer

Work Description:

- *provide information to the patients about the products, responsible in monitoring display products in the cabinet and stock room, in – charge in receiving and counting the delivered product, in – charge in dispensing purchased products, and implement the First Expiry First Out to avoid expiration.*

Duties and Responsibilities:

- Manage Inventory of the branch clinic
- Prepare mailing labels
- Inspect Incoming deliveries
- help load and unload inventories
- Checking all inventories every end of the month to avoid expiration.
- Reviewing the prices
- Assist on the front desk

Tools/ Materials/ Equipment/ Machine Used:

- Computer , printer, telephone
- Refrigerator for some inventory needs a cold storage
- ballpen, paper puncher, paper clips, folders, bond papers.

EDUCATIONAL BACKGROUND

TERTIARY EDUCATION

Bachelor of Science in Business Administration

Manila Central University

Caloocan City, Philippines

March 2011

SECONDARY EDUCATION

Our Lady of Lourdes College

Gen. T. De Leon, Valenzuela City, Philippines

March 2001

PRIMARY EDUCATION

Our Lady of Lourdes College

Gen. T. De Leon, Valenzuela City, Philippines

March 1997

SKILLS AND QUALIFICATION

- Licensed Driver
- National Certificate II (SMAW)
- Can speak English and Japanese language of minimum daily life
- MS Office Literate
- Customer Service Oriented

TRAINING& INTERNSHIPS ATTENDED

Shielded Metal Arc Welding (SMAW)
Technical Education and Skills Development Authority
St. Peter Velle Technical Training Center, Valenzuela City
March 11, 2014

PERSONAL BACKGROUND

Birthdate : December 22, 1984
Birthplace : Caloocan City
Civil Status : Married
Citizenship : Filipino
Religion : Iglesia ni Cristo
Height : 5 feet 8 inches

I hereby certify that the above information are true and correct in the best of my knowledge.

Morris Joseph D. Enriquez