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City of General Trias, Cavite, 4107 Philippines



PROFESSIONAL SUMMARY

Motivated self-starter with experience in Warehousing, Shipping and Receiving clerk. Currently working as a Production Technology Staff/Clerk. Having an ability to work with difficult, fast phase and provide a high level of service in the workplace. Multi-skill is one of my asset in applying in your company. Nevertheless, every new gain knowledge is vital to improve.

WORK EXPERIENCE

Production Technology Staff / Warehouse Staff

Jul 2007 - Present

GLORY (PHILIPPINES), INC. • City of General Trias, Philippines

- Proficient in monitoring of incoming sample parts using DRSS system and Microsoft excel.
- Interprets information in a Mechanical drawings.
- Verifies sample parts that are no good quality using CAD drawings and Inspection tools.
- Operates a 5 tonner forklift in unloading molding-dies shipments from Japan.
- Ensures the accuracy of received goods / items in a good order condition.
- Highly skilled in Forklift operations in stacking in and pulling out parts in different steel racks.
- Maintains inventory by identifying, labeling, and keeping the parts and supplies in stock, recording location of inventory, and reporting shortages.
- Locates and packs sample items for Japan shipment.
- Receives parts and supplies from different suppliers by verifying purchase order number, part codes, correct quantities and unit cost of each items.
- Operates GstarM system in encoding received items.
- Encoding received items through GstarM and DRSS system.

Warehouse man

Oct 2006 - Jun 2007

Atienza Nippi Planning Limited • City of General Trias, Philippines

- Carefully store parts in their designated bins.
- Prepare parts accordingly (FIFO) for Production assembly.
- Operates reach truck forklift in lifting a heavy and palletize parts.

Apprentice Mate / Deck Cadet

Jun 2005 - Jun 2006

SULPICIO LINES, INC • Tondo, Manila, Philippines

- Assisting Duty Ships' Officer in daily navigational works.
- Preparation of Ship's manifest and cargo manifest before and during the port's arrival.
- Keeping the Navigational Bridge clean and tidy.

Receiving and Dispatching Clerk

Apr 2004 - Aug 2004

Mercantile Stores Group Inc. • Dasmariñas City, Cavite, Philippines

- Receiving deliveries in good order condition from different suppliers.
- Dispatching the received merchandize to warehouse areas.
- Maintain cleanliness in the area.

Product Packer

Dec 2001 - Aug 2002

Unilever Foods Phil's (CMC) Inc. • City of General Trias, Cavite, Philippines

- Arrange and Pack the Products in corresponding carton boxes.
- Ensure that the product have no damage.
- Maintain cleanliness in the workplace.

Veneer receiver

Apr 2001 - May 2001

Philippines Softwood Products Inc. • Magallanes, Agusan Del Norte, Philippines

- Filling of veneer woods.
- Palletizing veneer woods.
- Checking humidity of veneer woods after drying.
- Maintain clean and tidy work area.

KITCHEN CREW (GRILL STATION)

Jun 2000 - Dec 2000

Freemont Foods Corporation • Butuan city, Philippines

- Sanitize the equipment before the start of the routines.
- Prepare the grill equipment (pre-heating).
- Assemble necessary condiments.
- Check heat limits of the equipment as per required.
- Receive orders from the cashiers.

EDUCATION

Bachelor of Science in Marine Transportation

Jun 1999 - Oct 2006

AGUSAN INSTITUTE OF TECHNOLOGY • Butuan City

- Completed Academic Requirements: March 20, 2002
- Completed Apprenticeship Training: June 26, 2006
- Graduated in 4 year requirements: October 20, 2006

SKILLS

- Heavy Equipment Operation (FORKLIFT)
- Microsoft Excel, Microsoft PowerPoint, Microsoft Word
- Receiving And Warehousing operation
- New Product Development

PROFESSIONAL CREDENTIALS

- NATIONAL CERTIFICATE II for Heavy Equipment Operation (FORKLIFT)
- Philippine Professional Driver's License

AWARDS AND HONOURS

Best Kitchen Grill Award

2000

- Perfect Attendance.
- Cleanliness in the area.
- Diligence of duty and no violation.
- Fast phase routine.
- Sanitation of the area and self.

NICHIYU ELECTRIC FORKLIFT (SAFETY AND PROPER OPERATION SEMINAR)

- Basic Safety operation of electric forklift.
- Dos and Don'ts in Electric Forklift driving.

FORKLIFT OPERATOR ASSESSMENT

- Basic theoretical information about Forklift Handling.
- Actual lifting and cargo transfer.

BASIC FORKLIFT TRUCK OPERATION AND SAFETY

- Introduction to Diesel Forklift safety operation.
- Do's and Don'ts in dealing with Diesel forklift trucks.