



MANOLITO R. SUYAT

734 Tenement Bldg. Brgy. Western Bicutan Taguig City 1630
Philippines
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POSITION DESIRED

- FORKLIFT OPERATOR

OBJECTIVE

To secure a better job that will give the opportunity to utilize my skills and knowledge which to provide me training and development that could further optimize my skills and personal growth as well as growth of the company.

HIGHLIGHTS OF QUALIFICATION

- Licensed Forklift Operator (NCII)
- Knowledgeable in SAP System.
- Experienced as Logistic Encoder.
- Exceptional adaptability and versatility.
- Ability to manage multiple tasks in a pressured environment.
- Warehouse Management System.

EXPERIENCE

- **TOPSERVE SERVICE SOLUTION, INC. (AGENCY) CENTURY PACIFIC FOOD, INC.(CLIENT) 9694 A&N Bldg., Kamagong St. Brgy.San Antonio, Makati City**
NOVEMBER 21, 2019 - PRESENT
FORKLIFT OPERATOR
 - Assigned to un – load milk powder and load finish goods in a high level of safety.
 - Assigned to arrange all stock first in first out in a high level of safety.
 - Assigned to assist in the production area to pick and get there milk powder for production with a high level of safety.
 - Assigned to arrange milk powder and finish goods per sku and per expiry date in a high level of safety.
 - Assigned to arrange, staging and stacking premixes in the racks per premix no. and per expiry date in a high level of safety.
 - Assigned to relieve a co – worker on his off duty in milk powder issuance area my tasks is to pick 25 kilos of milk powder and issued there request powder for there 12hrs production in a high level of safety.
 - Assigned to arrange milk powder stacking in the racks arrange accurate per sku and per expiry date in a high level of safety.
- **BECONNECTED MANAGEMENT SERVICES (AGENCY) BENCH (CLIENT) 2214-13 Tolentino st. Pasay,1304 Metro Manila**
JULY 24,2019 - NOVEMBER 14,2019
FORKLIFT OPERATOR
 - Handling perfume and wax hairstyle products in a high level of safety.
 - Assigned to arrange all stock in a high level of safety.
 - Assigned to assist in batching for there raw materials for making perfume and wax using reach truck.
 - Assigned to un- load alcohol and raw materials in a container truck in a high level of safety.
 - Assigned to load finish good's in a wing van and trucks in a high level of safety.

- **PRIME MOVER BUSINESS SOLUTION, INC. (AGENCY) MARMO PIZARRA TRADING, CORP. (Client) 2/f Guadalupe Commercial Complex Guadalupe, EDSA, Makati City**
JUNE 20, 2018 - JULY 20, 2019
FORKLIFT OPERATOR
 - Handling Text tile products in a high level of safety.
 - Assigned to arrange all stock by size and by text tiles name in a high level of safety
 - Assigned to locate and daily monitoring of stock for the record of the supervisor
 - Assigned to un- load text tiles in a container truck in a high level of safety.
 - Assigned to load text tiles in a wing van and trucks in a high level of safety

- **REBISCO BISCUIT CORPORATION #57 Gen. Luis St., Sitio Kapre, Brgy.Nagkaisang Nayon Area IX, District 11, Quezon City, M.M.**
NOVEMBER 24, 2008 - FEBRUARY 02,2018
FACTORY WORKER
 - *OCTOBER 2017 - FEBRUARY 2018*
WAREHOUSE DEPARTMENT (LOGISTIC ENCODER)
 - Assigned to encode data using SAP System.
 - Keep logs and records of warehouse stock and execute orders.
 - Coordinate and monitor supply chain operations.
 - Coordinate logistics staff and drivers according of availabilities requirements.

 - *MAY 2010 - OCTOBER 2017*
HUMAN RESOURCE DEPARTMENT (HRD)(DATA ENCODER)
 - Assigned to encode SKU of employee data.
 - Assigned to check time and product in SKU System.
 - Assigned to check hours of SKU V.S Bio by using Microsoft Excel.

 - *MAY 2009 - MAY 2010*
WAREHOUSE DEPARTMENT (WAREHOUSE STAFF)
 - Assigned to monitor expiry date of film roll.
 - Inventory of film roll.

 - *NOVEMBER 2008 - APRIL 2009*
WRAPPING DEPARTMENT (MACHINE OPERATOR)
 - Assigned to operate machine for wrapping of biscuit.
 - Assigned to operate bagging machine to bag the wrap biscuit.

- **ACABAR Marketing International Incorporated Baguio City/ La Trinidad Outlet**
APRIL 12, 2008 - SEPTEMBER 23, 2008
MERCHANDISER
 - Assigned to assist customer and inventory of stock.
 - Assigned to display product.
 - Assigned to monitor product expiry date.

- **BNY Hip Shop Baguio Center Mall Magsaysay Avenue, Baguio City**
NOVEMBER 25, 2007 - MARCH 16, 2008
SALES CLERK
 - Assigned to assist customer and inventory of stock.

TRAINING

- H.E.O Forklift (NCII) BARLO TECHINICAL INSTITUTE TRAINING AND ASSESSMENT CENTER, INC.Brgy., Bolaney Alaminos City, Pangasinan

SKILLS

- Computer literate
- Can drive Forklift Counter Balance and Reach Truck
- Can drive Car

EDUCATION

- **Pangasinan State University Eastern Cluster Asingan, Pangasinan**
Year Graduated: 2003 - 2007
Bachelor of Industrial Technology Major in Electronics and Computer Technology
- **Angela Valdez Ramos National High School Asingan, Pangasinan**
Year Graduated: 1999 - 2003
Secondary
- **Baguio Central School Baguio City**
Year Graduated: 1993 - 1999
Primary

LANGUAGE

- English
- Tagalog
- Ilocano

PERSONAL DETAILS

- Date of Birth : February 26, 1986
- Marital Status : Married
- Nationality : Filipino
- Age : 36
- Place of Birth : Baguio City
- Gender : Male
- Religion : Roman Catholic
- Height : 5'6"
- Weight : 68 kg
- Passport No. : P6198496B
- SSS No. : 01-1843075-3
- Phil. Health No. : 04-025085375-2
- Pag-Ibig No. : 003131156

REFERENCE

- **Mrs. Maria Lolita S. Celeste - "BECONECTED MANAGEMENT SERVICES "**
Accounting Supervisor 3
Contact No. (02) 88451464 email.careers@bcmsphil.com
- **Mrs. Joan Katrine B. Montiflor - "PRIME MOVER BUSINESS SOLOTION, INC. (PMBSI)"**
Coordinator
Contact No. 0917872703 email.personnel@pmbsi.com.ph
- **Mrs. Nelia F. Tanap - "REBISCO BISCUIT CORPORATION"**
HRD-Satellite Department Head Republic Biscuit Corporation
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