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Objective:

Seeking an entry-level position to begin my career in a high level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

Education:

Batasan Hills National High School

Quezon City 2008

Commonwealth Elementary School

Quezon City 2004

Skills:

- Ability to Lift Heavy Equipment
- Customer Service Oriented
- Critical Thinking and Management skills
- Ability to stand and work long hours
- Work independently and collaboratively
- Empathy and Compassion
- Ability to carefully read and follow directions
- Flexibility in work duties and schedule
- Good teamwork skills
- Easily adjusts to different work environments and shifts
- Can work even under minimum supervision
- Excellent physical stamina and the ability to multitask
- Highly Motivated and Good Listener
- Capability to Work under Pressure
- Ability to prioritize
- Can undergo training

Experience:

G.S.O Department - Taguig

Government of Taguig January 2, 2020 - Present

- Develop, plan, implement, and manage ongoing support programs including contracting, warehousing
- Inventory of property and supplies, shipping and customs, motor pool, housing, travel, and VIP official visitor support.

Warehouse Man - Sta. Ana, Manila

Green Lee Facility Solution

November 16, 2014 - March 28, 2019

- Ensuring cleanliness, tidiness and safety of the work environment.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.
- Storing inventory in an accessible manner.
- Loading and wrapping stock on pallets.
- Building loads with forklift and electronic pallet jack.

Warehouse Staff - Taguig

Suyen Corporation January 7 - July 8, 2014

- Collecting merchandise from the distribution center and safely transporting materials to the shipping bay.
- Receiving and documenting merchandise for delivery or return.
- Keeping an inventory of all merchandise entering or exiting the warehouse.
- Identifying any missing, lost or damaged materials and immediately notify the supervisor.
- Ensuring that all the merchandise is safely and securely packed and labeled for shipping.
- Managing all merchandise with appropriate care.
- Assisting with training of newly employed workers.
- Scanning labels to ensure products are shipped to the right destination.

Production Worker - Paranaque

Lamoian Corporation March 12 - August 7, 2013

- Following health and safety standards.
- Maintaining a clean workstation and production floor.
- Assembling products and parts.
- Following production guidelines and specifications.
- Finalizing and packaging products for shipment.
- Operating and maintaining machinery and production line equipment.
- Monitoring the assembly line and removing faulty products.
- Working on the production line and meeting production targets.
- Reporting any issues to the supervisor on duty.
- Performing other tasks as assigned.