



## DEXTER R. CORTADO

**Complete Current Address:** *King Abdul Aziz Seaport, Dammam Saudi Arabia*

**Contact Information:** +966 0508943695 / [dextercortado41@gmail.com](mailto:dextercortado41@gmail.com)

### ***Objectives/Summary:***

➤ To utilize my expertise in boosting productivity and performance in an organization. Applying my organizational skills and knowledge of standard operational procedures to achieve company goals. I make it sure that in times of work I have the ability to think analytically, communicate effectively and execute efficiently.

### ***Educational Background:*** Two years Vocational Graduate

- *Computer System Design and Programming*
- *AMA Computer Learning Center*
- *May 17, 2000*

### ***Employment History:***

- Position/Title – ***Operation Staff and Forklift Operator***
- Company/Employer's Name – ***Naqel Express Logistics***
- Company Address – ***King Abdul Aziz Seaport, Dammam Saudi Arabia***
- Complete Tenure Date – ***April 27, 2013 to Present***
- Job description/duties and responsibilities
  - ***Operation staff*** – *Oversee and direct daily company administrative processes and procedures. I also ensure company policies align with an advance business objects. During the arrival of all trailers I see to it that all barcode shipment are all scanned.*
  - ***Forklift Operator*** – *I unload materials and merchandise from incoming trailers and stacking them to assigned places making sure that there are no damages and securing them. Locating and moving stocks to pallets for storage or shipment.*

- **Pallet Jack Operate** – *In operating the pallet jack, stand behind the pallet jack and find the release lever. Push inward on the drop lever to lower the prongs. Put the prongs underneath the skid or pallet. Use the handle to jack up the pallet jack and then push or pull the pallet jack to move it any direction.*

***Character References:***

**MR. DOLLAR YEN TRAJERA**

Forklift Operator - Wills Transfer LTD  
35 rue De Gaspé, Gatineau J&T 4B8 Canada  
Contact Number: +1 514-999-9650

**MR. RALPH RALA**

Trailer Truck Driver  
2505 Mountain Road Moncton  
New Brunswick Canada

**MR. RICHEL L. GALINDO**

Claims Department  
Eastern Region  
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