

IGNACIO G. MANLOLO JR.

FORKLIFT OPERATOR

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OBJECTIVE

To secure a responsible position with an organization that offers professional growth and development, where I can enhance, apply, and contribute my established skills and 10+ years of working experience as a Forklift Operator.

PERSONAL DATA

Date of Birth: June 1, 1986
Place of Birth: Pola, Oriental Mindoro
Height: 5'
Civil Status: Married
Spouse: Lorelyn Dueñas Manlolo
Languages: Filipino & English

Age: 36
Citizenship: Filipino
Weight: 115 lbs.
Religion: Roman Catholic
Occupation: Housewife

SKILLS

Safety-conscious
Detail-oriented
Organized
Good communicator

Team player
Open-minded
Willing to learn
Flexible and adaptable

EMPLOYMENT HISTORY

Forklift Operator

Alaska Milk Corporation

San Antonio, San Pedro, Laguna
April 10, 2012 – Present

Duties and Responsibilities:

- Loading and unloading packages of products and materials from trucks and stacking them to assigned places in the warehouse
- Locating and moving stock of products to pallets or crates for storage or shipment
- Stacking products and materials using first in, first out method
- Identifying products and materials damages and report shortages or quality deficiencies
- Assisting inventory personnel
- Preparing production materials in the warehouse
- Transporting raw materials to production workstations
- Inspecting forklift and other equipment to determine the need for repairs and guarantees safety by performing regular maintenance
- Keeping updated records of inventory and activity logs
- Complying with company policies and legal guidelines
- Helping to maintain a safe and orderly environment of the facilities

- Identifying workplace safety hazards

 **Forklift Operator / Utility Worker (6 months)**

AsiaPro Cooperative (Agency)

Calamba Laguna

Alaska Milk Corporation (Company)

San Antonio, San Pedro, Laguna

May 4, 2009 – April 10, 2012

Duties and Responsibilities:

(For Forklift Operator, same as above.)

Started working in the company as utility worker for six months.

- Utility worker duties
- Performing general cleaning and basic maintenance inside the company premises
- Cleaning assigned facilities and maintaining a safe working area
- Identifying workplace safety hazards
- Complying with company policies and legal guidelines

EDUCATIONAL BACKGROUND

SECONDARY

Aurelio Arago Memorial National High School

Leido, Victoria, Oriental Mindoro

June 1999 - April 2003

PRIMARY

Tagbakin Elementary School

Tagbakin, Pola, Oriental Mindoro

June 1993 - March 1999

TRAININGS & CERTIFICATES

Heavy Equipment Operation (Forklift)

National Certificate II

TESDA

February 9, 2022

Forklift Operator's Training

Certificate of Completion

Monark Foundation Incorporated

December 9, 2021

Valid driver's license

AWARDS RECEIVED

10 Years Length of Service

Alaska Milk Corporation

December 10, 2022

Perfect Attendance Award

Alaska Milk Corporation

December 23, 2015

I hereby certify that the above information is true to the best of my knowledge.

IGNACIO G. MANLOLO JR.

Applicant