



## **KENNETH JOHN GILBALIGA**

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CALOOCAN CITY, PHILIPPINES 1400

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### **SUMMARY**

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Productive employee with a proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service. Responsible and passionate about delivering outstanding quality and service. Offering years of experience in industry with a history of recognition for performance.

### **EXPERIENCE**

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#### **FORKLIFT OPERATOR 10/2020 - Current**

***North Point Inc.***, Bulacan, Philippines

- Received goods from production and storage, processing and transporting safely and professionally.
- Worked effectively and efficiently in receiving and issuing production materials to aid timely dispatch processes.
- Ensured compliance with HSE regulations, company policies and protocols to maintain safe and efficient operations.

#### **DELIVERY HELPER / FORKLIFT OPERATOR 11/2016 - Current**

***North Point Inc.***, Bulacan, Philippines

- Guided teams in product merchandising and inventory management.
- Promoted safe working environment by implementing regulatory standards, policies and guidelines.

#### **FOOD PRODUCTION WORKER 05/2016 - 11/2016**

***North Point Inc.***, Bulacan, Philippines

- Sanitized and sterilized all food production machinery daily.

- Kept food preparation areas spotlessly clean, maintaining exceptional hygiene levels.
- Picked and packaged fresh produce in line with safe food handling regulations.

### **DELIVERY HELPER 03/2016 - 09/2016**

#### ***Island Biscuit Inc., Caloocan City, Philippines***

- Produced high-volume orders to effectively meet customer demand.
- Achieved service time and quality targets.

### **PANTRY 11/2015 - 05/2016**

#### ***Tropical Hut, Quezon City, Philippines***

- Displayed positive and friendly attitude towards customers and fellow team members.
- Ensured smooth kitchen operations by overseeing daily product inventory, purchasing and receiving.
- Maintained clean, safe environment by adhering to sanitation and safety requirements.

### **SKILLS**

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- Relationship building and management
- Counterbalance forklift operation
- Loading and unloading of materials
- Goods transportation

### **EDUCATION**

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- ***Sampaguita High School, Caloocan City, 2006 – 2010***
- ***Philippine Maritime Institute, Quezon City, 2010 – 2012***

### **LANGUAGES**

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- English: **First Language**