

Francis Gaviola Tolibao

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Purok 16 Alviola Village Butuan City, Philippines

CAREER SUMMARY

To commit a professional job where I can utilize my field of study and work experience share, and at the same time cultivate my humble knowledge order to expand ,y understanding of discipline that I have chosen , to enable me to grow intellectually, morally, and emotionally in a new environment.

SKILLS

- Can work under pressure
- Can work Independently
- Good communication skills
- Multi tasking and flexibility
- Willingness to learn
- Productive worker with solid work ethic who exerts optimal efforts in successfully completing task

PROFESSIONAL EXPERIENCE

Janitor/ Supervisor August 20,2018-July 25, 2023
Triple E Manpower Agency
Baan km3 Butuan City, Philippines

Job Description

- Clean the interior of buildings including floors, carpet, rugs, windows and walls
- Disinfect commonly used items like desks, door handles, office tools and phones
- Empty trash bin

Reciever June 02 2012- November 02 2012
Veneer Plywood United Wood Industries Corp Inc.
Baan km3 Butuan City, Philippines

Job Description

- Properly accounting for the location of incoming goods
- Assuring no damaged items are sent or received
- Comparing packing lists to company purchase orders and ensuring that the products in each delivery match the packing list

Helper June 05 2010- July 06 2011
Ronwood Construction Supply
Baan km3 Butuan City, Philippines

Job Description

- Loading and unloading construction materials, and moving them to work areas
- Installing and removing concrete forms, scaffolding, ramps, catwalks and barricades at construction sites
- Mixing, pouring and spreading materials such as concrete and asphalt
- Assisting heavy equipment operators to secure attachments to equipment

EDUCATION

Business Administration March 24, 2009
Agusan Business Art Foundation Inc

TRAININGS & CERTIFICATES

Basic Safety Training June 07 2011
Surigao Education Center Maritime Center
Km2 Surigao City, Philippines

Occupational First Aid Basic Life Support
Personal Survival Technique
Elementary First Aid
Personal Safety and Social Responsibility
Philippine Red Cross