

EDUARDO ARCILLAS JR.

PRODUCTION SUPERVISOR

About Me

I am a mature, positive, and hardworking individual. I have 8 yrs working experience in leading people and meet the possible standard at any given task. A graduate with a Master of Business Administration degree including communication, leadership, problem-solving, and time management. Versatile Production Supervisor is knowledgeable about equipment operation, quality standards, and safety hazards.

My Contact

✉ edurcill53@gmail.com

☎ **+966-504594709**

📍 **Al iskan Riyadh Saudi Arabia**

Skills

- Leadership, Decision making
Communication, Multi-tasking
- Microsoft Word, PowerPoint, Excel.
and Photoshop
- Installation of desktop applications
- Odoo software

Other Skills

Expertise in operating Machine like

- Trotec engraving and Marking machine
- Hans Laser Machine
- Roland Versaworks printing machine
- Solas packaging Machine
- Wintos Packaging machine
- Swastiks semi Automatic perfum Filling
- Mixing perfumes formula

Education Background

- **MASTER'S OF BUSINESS ADMINISTRATION**
Southwestern University Phinma
2011-2012
- **BACHELOR OF SCIENCE MAJOR IN
MARKETING MANAGEMENT**
Southwestern University Phinma
March 2010
- **AUTOMOTIVE MECHANICS**
Vocational School
April 2005

TRAININGS

Quality Management System (QMS)
Has Successfully Completed the Internal
Auditor Training Course as per
ISO19011:2018 for **QMS ISO 9001:2015** of AMHZ
consultancy.
August 17-18, 2020.

Professional Experience

PRODUCTION SUPERVISOR / Hdaiacom Perfume co.
Riyadh, Saudi Arabia 2014 – Present

Key responsibilities:

- Supervise and schedule the production team to maximize production efforts
- To take corrective action and make recommendations to improve compliance
- Check the Batch Manufacturing records (BMR) if it is properly followed
- Issued delivery Notes for finished products.
- Trained labor employees to perform assembly and manufacture of specified products.
- Evaluated incoming materials for quality and amounts ordered.
- Oversaw equipment modifications and upgrades.
- Evaluated team member performance regularly.
- Resolved issues quickly to maintain productivity goals.

MACHINE OPERATOR / Hdaiacom Perfume co.
Riyadh, Saudi Arabia 2013 – 2014

Key responsibilities

- Verify functionality of safety features prior to machine operation
- Follow production instructions, whether written or verbal
- Set up and perform minor calibrations of machinery, as needed
- Operate machinery in a consistently safe manner
- Perform inspections of machinery to ensure efficient operation and production
- Maintain high quality of machine-produced outputs

ADMINISTRATIVE STAFF / SWU-PUBLICATION
Philippines 2010 – 2013

- Maintained office filing and documentation system
- Provide supplies in the department like bond papers and etc
- Coordinated with various departments.
- Answered multi-line phone system, routed calls,
- Delivered messages to staff and greeted visitors.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.

SENIOR VAN SALESMAN – ALAIN ASIA TRADING CORP. DELMONTE
May 2010 – Aug. 2010

Key responsibilities:

- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Carried out day-day-day duties accurately and efficiently.
- Developed and maintained courteous and effective working relationships.
- Served customers and followed outlined steps of service.
- Actively listened to customers, handled concerns quickly, and escalated major issues to the supervisor.

GRAPHIC ARTIST & PHOTO EDITOR – CENTER FOR INFORMATION & PUBLICATION
October 2008 – February 2010

Key responsibilities:

- Designed tarpaulins for college and university-wide utilization
- Layout Newspapers Advertisements
- Designed brochures, pamphlets, posters, and promotional materials.
- Designed layout for the cover of school magazines
- Prints layout design for correction of the director