

EMIL GENE BITUIN

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B6 L41 Rowena Lane Diamond Village Quezon City, Philippines 1124

SKILLED PLANT WORKER

To leverage my extensive skills and experience as a plant worker in a dynamic and challenging industrial environment. Seeking a position that allows me to contribute my expertise in maintaining and operating machinery, ensuring the highest standards of safety, efficiency, and productivity. Eager to collaborate with a dedicated team to achieve organizational goals and contribute to the success of the plant through continuous improvement and commitment to excellence.

STRENGTHS AND EXPERTISE

| | | |
|------------------|-----------------------|------------------------------------|
| Customer service | Problem solving | Dedication to continuous learnings |
| Time management | Attention to detail | Quality assurance |
| Team player | Communication | Safety compliance |
| Adaptability | Operations management | |

PROFESSIONAL EXPERIENCE

Central Bank of the Philippines under Lserv Corporation
Skilled Plant Worker

May 16 2023 - Present

Demonstrated exceptional operating machine in printing industry, resulting in a phenomenal growth rate of 120% within 6 months. Played a pivotal role in machinist from assisting to operating the machine.

Jobs and Responsibilities:

- Porter using ride-on electric pallet lifter and semi electric pallet lifter
- Operate 2 different machines (Komori and Koenig and Bauer)
- Setting up and cleaning the machine
- Preparing records and data
- Lifting up to 50kgs
- Counting bank notes using B-matic and Vacuumatic machines

Hinduja Global Solutions Philippines
Customer Service Representative

June 13 2022 - December 27 2022

Jobs and Responsibilities:

- Processing customers receipt for reimbursement
- Documentation all the required information
- Keen to details indicated on the receipt
- Problem solving if there is a dispute on the customers receipt

Jobs and Responsibilities:

- Assisting customers about their services
- Offering products and services to the new customers
- Provide empathy and problem solving to the customers that has problems with their services
- Monitoring and measuring customer satisfaction through surveys and feedback mechanisms

EDUCATION

Philippine Womens University Manila
Graduate Diploma in Business Administration
Major in Entrepreneurial Management
June 2010 - March 2013
Philippines

CERTIFICATES

Tesda National Certificate II in Housekeeping
St. Louise De Marillac Training Center
Evergreen, Calocan

References are available on request.