

# ARVIN CLAUDE YAMIT

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D1 Sacol Buenavista, Agusan Del Norte, BUTUAN CITY, Philippines, 8600

## PROFESSIONAL SUMMARY

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*I thrive on going above and beyond. I'm confident that I would bring many unique qualities to your company and provide many opportunities for improvement. You can confirm with my references that I improved success at my last place of employment, and I believe I can provide similar results here.*

## WORK EXPERIENCE

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### Upgraded to Plant Supervisor

Mar 2013 – Feb. 2015 / Feb 2017 - Present

EQUI-PARCO CONSTRUCTION COMPANY • BUTUAN CITY

- Ensure the overall performance and the smooth daily operation of the Asphalt Batching Plant, Concrete Batching Plant, Aggregate Crusher Plant, Concrete Hollow Block and Concrete Paving Blocks.
- Monitors and evaluates the performance of the following personnel: Plant Operators, Warehouseman, Timekeeper, Heavy Equipment Operators and Plant Technician.
- Motivates and instill in the subordinates to obey company policies, rules, and regulations.
- Prepares documents, articles, presentations, and records if required

### Upgraded to Property Custodian

Jan 2011 - Mar 2013

EQUI-PARCO CONSTRUCTION COMPANY • BUTUAN CITY

- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs.

Maintain inventory of office supplies and equipment, order supplies as required and arrange for servicing of office equipment.

Perform other material handling activities such as counting, weighing, sorting, packing and unpacking. Perform other activities, such as opening containers and crates, filling warehouse orders, assisting in taking inventory and weighing and checking materials.

### Warehouseman

Sep 2010 - Jan 2011

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- Load, unload and move products and materials by hand or using basic material handling equipment
- Perform other material handling activities such as counting, weighing, sorting, packing and unpacking.
- May perform other activities, such as opening containers and crates, filling warehouse orders, assisting in taking inventory and weighing and checking materials.

## **EDUCATION**

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### **Bachelor of Science in Industrial Engineering**

Jun 2000 - Mar 2005

Father Saturnino Urios University • BUTUAN CITY

- Seminar on Ergonomics and Industrial Safety  
COLLEGE OF ENGINEERING AND TECHNOLOGY, FSUU  
FSUU Visual Room, Butuan City, Philippines
- COMPUTER LITERACY  
Technical Education and Skills Development Authority  
NORTHERN MINDANAO SCHOOL OF FISHERIES, MATABAO BUENAVISTA AGUSAN  
DEL NORTE PHILIPPINES
- Effective Supervision Course  
EQUI-PARCO CONSTRUCTION COMPANY  
Almont Inland Resort, Butuan City Philippines
- Pollution Control Officer Seminar On Environmental Laws  
Environmental Management Bureau  
BALANGHAI HOTEL, DOONGAN, BUTUAN CITY
- 5S for Basic Good Housekeeping Practices Department of Labor and  
Employment Goat2gether Hotel and Restaurant, Montalban St. Butuan City
- Environmental Laws and Advance Course on Air and Water Quality Management System”  
for Pollution Control Officer (PCO)  
Department of Environmental and Natural Resources Environment Management Bureau  
Dotties Place Hotel and Restaurant, J.C. Aquino Ave., Butuan City
- Basic Occupational Safety and Health Training Course Department of Labor and  
Employment [Occupational Safety and Health Center (OSHC) Villa Margarita, J.P. Laurel  
Avenue Bajada, Davao City

## **SKILLS**

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- Computer Literate - MS WORD, MS EXCEL, MS POWERPOINT

## **PROFESSIONAL CREDENTIALS**

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- Bachelor's Degree