

HARMOND NIKE ABIS

+1 (437) 662 -0508
dingdongabis1001@gmail.com
806 Kennedy Rd.
Scarborough, ON M1K 2E1

S U M M A R Y

Result-driven professional with a versatile background in driving, field sales, and machine and forklift operation. Demonstrated expertise in delivering exceptional customer service, optimizing logistical operations, and ensuring safety and efficiency in warehouse environments. Skilled in forklift operation, inventory management, and material handling, with a keen eye for detail and a commitment to excellence. Proven ability to adapt to diverse work environments and effectively collaborate with cross-functional teams. Seeking to leverage my combined experience and skills to contribute to a dynamic organization focused on achieving operational excellence and customer satisfaction.

S K I L L S

- Proficient in operating doorline machines and forklifts.
- Knowledgeable about safety protocols and regulations related to forklift operation, ensuring a safe work environment for self and others.
- Experienced in loading, unloading, and transporting materials and products safely and efficiently.
- Detail-oriented approach to tasks, ensuring accuracy and efficiency.
- Effective time management skills acquired from field sales and driving roles, enabling efficient completion of tasks within deadlines.
- Strong customer service skills developed through field sales associate experience, adept at addressing customer inquiries and concerns professionally.
- Ability to adapt quickly to changing work environments and priorities, gained through diverse work experiences in driving, sales, and machine and forklift operation.
- Excellent communication skills, both verbal and written, facilitating clear and concise communication with team members and supervisors.
- Strong problem-solving skills, capable of troubleshooting issues related to forklift operation or logistics efficiently.

W O R K E X P E R I E N C E

Doorline Machine and Forklift Operator

All Steel Doors 2000, Ltd.
130 Milner Ave. Scarborough, Ontario
August 2023 - Present

- *Skilled in setting up machines ahead of production cycles and controlling settings as needed and with minimal supervision.*
- *Feeding raw material or parts to semi-automated machines.*
- *Loading and unloading of materials from incoming vehicles and stack them to assigned places.*
- *Conducts forklift and machine maintenance.*

WORK EXPERIENCE (CONTINUED)

WAREHOUSE STAFF

GA Home Superstore
1399 Kennedy Rd. Unit 10, 12, 13 Scarborough, Ontario
September 2023 - Present

- *Handles Bed and Furniture assembly.*
- *Assists in the delivery of bed and furniture products.*

FIELD SALES ASSOCIATE

PETNET, Inc.
[The Philippines' urgent transaction center for cash services]
San Jose, Dinagat Islands, Philippines
August 2022 - August 2023

- *Managed sales and marketing for loan programs, specifically for public school teachers.*
- *Conducted product presentations to the clientele.*
- *Consistently went beyond sales quotas for the company.*
- *Handled sales and marketing field work covering almost all of the 100 communities in the seven municipalities of the entire province.*
- *Exercised interpersonal communication skills in influencing and convincing clients to avail of the financial institution's loan programs.*

DRIVER/OFFICE STAFF

Provincial Government of Dinagat Islands
San Jose, Dinagat Islands, Philippines
October 2018 - June 2023

- *Safely transport VIPs to and from various destinations, including official meetings, events, and appointments*
- *Maintain the cleanliness and upkeep of the assigned vehicle, ensuring it is in excellent condition at all times.*
- *Provide courteous and professional assistance to VIP passengers, including opening doors, carrying luggage, and addressing any special requests or needs.*
- *Coordinate with security personnel and staff to ensure the safety and smooth execution of VIP transportation arrangements.*
- *Supervised the conveyance of the guests, visitors, and development partners of the Provincial Government.*
- *Uphold a professional and courteous demeanor at all times, representing the organization in a positive light.*
- *Provide administrative support including managing schedules, coordinating meetings, and handling correspondence.*

EDUCATION

Bachelor of Arts major in English Language

Don Jose Ecleo Memorial Foundation College of Science and Technology • 2016–2021

Units in BS Marine Engineering

University of Cebu • 2013–2016

Units in BS Mining Engineering

St. Paul University, Surigao • 2011–2013

REFERENCES AVAILABLE UPON REQUEST