

MAURICIO M. VARGAS JR.

1194 Ilaya St. Brgy. Malaban Biñan City, Laguna 4024

mauricio199226@yahoo.com

09158116833



SUMMARY

Motivated Factory Worker with experience in picking and dispatch preparation. Skilled in manual and automated machinery management for reliable line outputs. Takes and actions instructions well to meet daily production requirements.

EXPERIENCE

WAREHOUSEMAN, 10/23/2020 – Current

Royal Cable Vision Inc. – Cabuyao City, Laguna

- Responsible for varied daily tasks such as restocking shelves, accepting incoming orders, processing and packing orders, counting inventory and ensuring orders are shipped in a timely manner.
- Safely operate warehouse equipment, such as forklifts, pallet jacks, and hand trucks.
- Provided high-level administrative support, adapting proactively to team needs and aiding efficiency.

DISPATCH OFFICER, 09/2019 – 04/2020

All Home Distribution – Biñan City, Laguna

- Transported pallets and heavy stock using forklift equipment.
- Reported missing or damaged items to management, quickly resolving stock issues to maintain production line efficiency.
- Assisted team members with picking, packing and processing tasks to increase overall warehouse efficiency.
- Picked orders to meet productivity targets.
- Cleaned and maintained warehouse in compliance with safety standards.

FACTORY PRODUCTION WORKER, 02/2018 – 01/2019

Tokai Rika Philippines – Santa Rosa City, Laguna

- Assessed products against quality assurance specifications to maintain high products standards.
- Prepared finished products for shipment.
- Consistently achieved or surpassed individual and team production targets.
- Loaded and unloaded items from machines and conveyors.
- Worked flexibly and in adherence to health and safety practices.
- Kept factory workstations and production floors clean by sweeping, mopping and removing hazards when.

WAREHOUSE STAFF, 08/2015 – 07/2017

Zalora Philippines – Carmona, Cavite

- Manages and maintains all inventory, parts or products housed in a warehouse or store.
- Prepared finished products for shipment.
- Loaded and unloaded items from machines and conveyors.
- Worked flexibly and in adherence to health and safety practices.
- Responsible for maintaining inventory records, preparing balance and shortage reports, reconciling counts and stocking and distributing supplies.

SKILLS

- Forklift operation
- Computer Literate
- Lift
- Picking and Packing
- Mail management
- Strong work ethic
- Production quality checks
- Warehouse Management System familiarity
- Production quality checks
- MS Excel
- MS Word

EDUCATION

2011 **Tesda** – Biñan City, Laguna

Certificate of Higher Education – Refrigeration and Airconditioning Servicing NC1

2010 – 2011 **PUP** Santa Rosa City, Laguna

Bachelor of Science in Business Administration