Rowell Jared Luis

Note: Need LMIA

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17 Kee Close Red Deer Alberta

Professional Summary

To be able to share and enhance my skills and cater to the customer's needs to the best of my ability. And be able to contribute to the success of the company. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Professional Summary

The Wizards@Worx Holding Inc - General Service Admin Supervisor
05/2017 – 10/2023

- In charge of monitoring and renewal of government documents (Business Permit, New Business Permit & Vehicle Renewal)
- Responsible for renewal of Vehicle insurance
- Responsible for Maintenance Procurement of company Vehicle
- Follow up status of Vehicle repair & under insurance update
- Responsible of applying permit (construction & Maintenance) for all store branches.
- Responsible of purchasing of materials & equipment for head office and branches
- Supervise minor maintenance, installation and repair of equipment.
- Maintain various supply as appropriate to the needs of the unit, purchase assorted day-to-day supplies and equipment as appropriate.
- Assisting of issuing office supplies and equipment for all employees such as Laptops, printer, server item, computer accessories and furniture.
- Updating company assets on monthly basis.

Al Aghsan Agriculture Co. WLL – Admin Assistant
11/2013 – 11/ 2016

- Preparing of drawing for landscape and irrigation system
- Assisting all manpower for materials request
- Presenting proposal to clients, dealing with inquiries and negotiating any amendments to the final design
- Monitoring and checking work on site
- In charge of Collecting of payment for all project.

Rabya Landscaping Co WLL – Admin Assistant and Draftsman
09/2007 – 09/2012

- Handling Variation order as per the contract
- Preparing for as built drawing for all irrigation, underground utilities & excavation of landscape.
- Preparing for inspection request for approval of site inspector.
- Communicating of all project consultant & engineers regarding project.

Skills

- *Reliability*
- *Empathy*
- *Flexibility*
- *Compassion*

Education

05/2005
STI College Recto
Bachelor of Science in Computer Science

01 /2000
Polytechnic University of the Philippines
Bachelor of Science in Physics

Certificate

Basic OSH Orientation / Training Course for Safety Office (SO1)

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Grandtech Int'l Ent. Corp – Technical Support
01/2006 – 09/2007

- Technical in-charge and handling all services concerning client warranty and non-warranty products.
- In-charge of POS Epson printer repair and isolation
- Provides an active preventive maintenance which includes cleaning and testing.
- Perform field technical support
- Hardware analysis for system upgrade and isolation for Desktop computers

SM Supermall – Sales Clerk
05/2005 – 10/2005

- Packaging or bagging products for customer
- Stocking shelves as required and make necessary deliveries.
- Completing any other duties as assigned
- Forwarding items from store shelves
- Attending to customers upon entrance to the restaurant
- place merchandise in counters and displays
- wall to wall inventory annually

Rapid Access – Par-time Labor
10/2009 – 04/2012

- cleaning and repaint of Boom lift, scissor lift & telescopic hydraulic lift
- assisting the operator during event
- follow all safety protocols during transferring the unit in the yard
- Part Time Office Cleaner

JYX Online Shop – Part Time Family Business

- Assisting in Cake Decorations & Cook Food
- Inventory & Purchasing of merchandise items
- Keeps stocks clean and in order
- Perform general cleaning duties (i.e. sweeping, mopping floors)
- Dishwashing of all items
- Preparing and boxing of items for delivery to customer

References

Louie Tolentino – 587 991 2016
Rosalie Miguel – 7807223780