# Manzo

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### CAREER AIM:

**To work in a team environment where services, knowledge and skill are prime importance and professional is regarded with outmost.**

**QUALIFICATION:**

* **Eager to learn deeply to company operation, hardworking, honest**
* **Reliable and adaptable to any kind of situation**
* **Dedicated to work with the highest degree of integrity and commitment**
* **Computer literate; Knowledgeable in Microsoft Environment**

**WORK EXPERIENCE:**

**COMPANY DRIVER SKYLINE FREIGHT & LOGISTICS FZCO**

**March 21, 2009 to Present DAFZA, Dubai UAE**

* **Collect the Import Documents from Dnata as well as cargo companies.**
* **Get the Delivery Order through Calogi System.**
* **Get CID Approval for Electronics & Exhibition Products and government consignment before processing of DO.**
* **Follow up & arranging the domestics & international outbound shipments as per Customer & Agent instructions.**
* **Arranging gate pass to deliver the goods to the consignee.**
* **Involved in Cheque Collections and deposits.**
* **Arranging documents for export such as Commercial Invoice, Delivery advice, Certificate of Origin & Export Bill.**

**DRIVER/TOURIST GUIDE ARABIAN VOYAGER LLC**

**February 2008 to March 2009 Karama, Dubai UAE**

* **Responsible for completing any paperwork necessary when taking out vehicle or at the completion of the trip and complying with any pick-up or return procedures as required, in particular returning the vehicle on time.**
* **Helping in the operation Department whenever necessary.**
* **Responsible for checking the roadworthiness of the vehicle (In particular brakes, lights, oil, water etc).**
* **Responsible for checking both interior and exterior of the vehicle for damage and cleanliness. Be sure that the vehicle is always clean and tidy.**
* **Responsible in taking care of any vehicle and ensuring that it is properly secured.**

**EVENTS PRODUCTION STAFF BON BON PRODUCTION**

**December 2004 to October 2007 Deira, Dubai UAE**

* **In charge in all lighting equipment using for events**
* **In charge in programming lighting sequence in events**
* **Cabling and set up of DMX address**
* **Truss fixing**
* **Installing / assemble Audio/Video furniture and mount and connect on the TV’s during on events.**
* **Monitors production performance in terms of quality, delivery compliance- line efficiency wastages and material usage.**
* **Resolves issues and problems encountered at the production floor.**
* **Reports all production issues and concerns to production head.**
* **Performs other tasks to be assigned by the production head.**

**ASSISTANT DESIGNER CRAFTSITE EXPORT COMPANY**

**September 2002 – November 2003 Manila, Philippines**

* **Prepare comprehensive layouts of the design using techniques such as photography, illustration and computer-generated imagery**
* **Give designs to clients for approval**
* **Manage and drive the creative development of design projects.**

**SALESMAN S.M. CORPORATION**

**January 2002 – July 2002 Manila, Philippines**

* **Advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and return to buy in the future**
* **Keep the store tidy and attractive, be aware of health, safety and welfare issues and practices participate in stocking, arranged for the repair of damaged goods.**
* **Performed customer relation function such as attending customer complains, assistance to their queries, providing customer satisfaction and excellent business relationship.**
* **Help to achieve sales targets of the company.**

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science in Custom Administration**

**Philippines Maritime Institute**

**Undergraduate: 1996-2000**

**PERSONAL INFORMATION:**

**Age : 30 yrs. Old**

**Sex : Male**

**Birth Date : June 15 1979**

**Birth Place : Caloocan City, Philippines**

**Height : 5 ft. & 8 inc.**

**Weight : 130 lbs.**

**Nationality : Filipino**

**Civil Status : Single**

**Religion : Roman Catholic**

**Languages Known : English and Tagalog**

**SKILLS:**

**With U.A.E. driving license.3 Nos. of light vehicle**