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***OBJECTIVE***

 To have a job that will allow me to improve my knowledge and skills that will help me to convey my service in my chosen field as well as to achieve my professional growth.

***WORK EXPERIENCE***

June 25, 2011 to January 2015 **Blaster Painter**

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**Scope of Work & Major Responsibilities**

* To prepare parts and assemblies by shot blasting & painting to stage for finishing product, meeting defined production standards, schedules and quality requirements.
* To work with Blast, Paints systems and various tools for the completion of product to engineering specifications.
* Work on special projects as required.
* Support the Quality Assurance department with respect to Quality assurance evaluation of painted products.
* Preparing & setup of necessary tools & equipment for blasting & painting processes.
* Propose potential quality or productivity enhancements i.e. continual improvements.
* Review of finished assemblies, parts & product to quality requirements.
* Report production issues & assist in resolution s as required.
* Participate in and attend cross functional meetings as required.
* Perform other duties as requested by the department manager.

July 2008 to May 2011 **Security Guard/Warehouse Assistant**

**Scope of Work & Major Responsibilities**

* Patrol industrial and commercial premises to prevent and detect signs of intrusions and ensure security of doors, windows and gates.
* Answer alarms and investigate disturbances.
* Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises.
* Write reports of daily activities and irregularities, such as equipment or properties damage, theft, presence of unauthorized persons or unusual occurrences.
* Call police or fire departments in case of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons and employees to preserve order and protect property.
* Answer telephone calls to take message, answer questions and provide information during non-business hours or when switchboard is closed.
* Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary.
* Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
* As Warehouse assistant I supervise and coordinating staff activities.
* Supervise the delivery & distribution of materials on site.
* Supervise operations associated with supply, production Control, and quality assurance.
* Receiving the goods from Local and Foreign shipment
* To match the items code, Expiry date, Lot no as per the supplier Invoice
* Making the GRN as per received Physical items and Delivered to inventory after costing done
* To arrange the space at warehouse for next shipment
* To prepare the items for customer deliveries and Branch loading
* Monthly vise stock taking, Inbound Outbound, Damaged stock reports to Manager
* Coordinate with Dept. coordinator for each purchase order details like customer details and customer LPO details
* Coordinate with Storekeeper for Government and Private delivery
* Transaction sales order on scheduled date
* Preparing delivery document as per the pick slip provided by the store keeper
* Assisting Customer Service Coordinator
* Documents filing

2000 – 2008 **Sales Associate**

**Scope of Work and Major Responsibilities**

* Responsible for forecasting market trends.
* Making sure products and services are supplied to customers on time.
* Arranged client demonstration.
* Provided customers with competitive quotations.
* Communicating new products to potential clients.
* Proven ability to maximize sales opportunities by creating professional sales script and building rapport with potential new and also existing customers.
* Analyzing sales information.
* Ordering goods.
* Talking to other departments.
* Helping with promotions and advertising campaigns.
* Producing sales projections.

***EDUCATIONAL BACKGROUND***

Computer Programming 1997 – 1999 Allen Institute of Technology

 Gapan City Nueva Ecija Philippines

Secondary 1993 – 1997 Juan R Liwag Memorial High School

 Gapan City Nueva Ecija Philippine

***SKILLS***

 [] Man Lift & Scissor Lift Certified.

[] Have a strong interpersonal and organizational skill.

 [] Can speak and understand Filipino and English language.

 [] Can work in groups or individual activities.

 [] MS Office Application (Word, Excel)

 [] Willing to be trained and open with changes and improvements.

 [] Self-motivated and result oriented individual with positive attitude

***PERSONAL INFORMATION***

 Date of birth : April 10, 1981

 Civil Status : Married

 Height : 5’7