**Career Objective:**

To obtain position where I can effectively utilize my expertise in human relations, use my strong organizational skills and educational background.

**Work Experience:**

**GROUP LLC Logistic Coordinator / Inventory Controller**

**2013 – 2016 Data Entry Operator**

**JEBEL ALI, DUBAI UAE**

* Facilitate the shipping of products from one destination to another
* Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
* Receives products and coordinates delivery
* Prepares loads for shipment
* Takes steps to avoid quality control issues
* Makes sure warehouse capacity is kept at optimal levels
* Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met
* Oversees inventory of goods and vehicles
* Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
* Streamlines shipping and transportation processes

**CHROMIUM INDUSTRIES Machine Operator**

**2009 – 2011 Lathe / Milling and Forklift**

**Sarawak, Malaysia**

* Set up machines at the beginning of shift to ensure proper working order
* Maintain and clean machines before and after each shift
* Ensure that regular and preventative maintenance procedures are carried out
* Ensure that machines are producing quality products by managing periodic checks on output
* Perform safety checks on every machine
* Provide relevant information regarding progress to supervisor

**MERCHANDISING Sales Person / Collector**

**2002 – 2007 Electrical and Home Furniture**

**Pampanga, Philippines**

* Focuses sales efforts by studying existing and potential
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

**Philippine National Oil Company Maintenance**

**2002 – 2003**

**Manito, Philippines**

* Performs minor and major repair of equipment. Major repairs are performed under the supervision of licensed maintenance workers.
* Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis

**INDUSTRIAL INC. Machine Operator**

**1999 – 2001 Edger**

**Philippines**

* Sets up and operates machine to grind and polish edges and cut drip grooves on underside of sandstone table and counter tops: Reads work instructions written on sandstone slab.
* Presses buttons and pulls levers on control panel to start diamond saw and specified combination of diamond grinding and polishing wheels.
* Reprocesses slabs not meeting specifications.
* Lubricates machine, using grease gun.

**EDUCATIONAL ATTAINMENT:**

**BS MARINE TRANSPORTATION**

1994 – 1996

Jose Feliciano College

**Personal Details**

Gender : Male

Height : 5’9

Weight : 70kg

Citizenship : Filipino

**First Name of Application CV No:** **1702338**

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