JOSE E.

**OBJECTIVE: To acquire a position that will enhance my talent, skills &knowledge in both theoretical & technical aspects.**

**EDUCATIONAL BACKGROUND:**

**COLLEGE:**

**: IETI International Electronics and Technical Institute Marikina City**

**Computer Technician *1997 to 1999***

**CERTIFICATE:**

**: FACE Filipino International Association for Computer Excellence**

**Graphic Design and Photoshop ADOBE Illustrator *Feb,-April 17, 2015***

**: FACE Filipino International Association for Computer Excellence**

**ICDL International Computer Driving License *Nov,-January 16, 2014***

**: FACE Filipino International Association for Computer Excellence**

**DLMT Desktop Laptop Maintenance &Troubleshooting *Nov,-January 16, 2014***

**TRAININGS and SEMINARS:**

**HEALTH, SAFETY AND ENVIRONMENT TRAINING**

**Philippine Society of Safety Professionals – UAE**

***08/November/2013 – 29/August/2014***

**EMPLOYMENT RECORD:**

**EMPLOYER: EMIRATES BOARD ADVERTISING SOCIAL SECURITY/**

**MINISTRY OF INTERIOR, ABU DHABI UAE**

*JUNE 06, 2011 UP TO PRESENT*

**POSITION: MACHINE OPERATOR cum TECHNICIAN**

**DUTIES and RESPONSIBILITIES:**

* Set up machines at the beginning of shift to ensure proper working order.
* Perform testing procedures to ensure that machines work optimally during the production procedures.
* Maintain and clean machines before and after each shift.
* Calibrate and recalibrate machines at the beginning and end of each shift.
* Monitor machines during every procedure to ensure optimum running.
* Troubleshoot problems during machine operation.
* Ensure that regular and preventative maintenance procedures are carried out.
* Perform random tests to ensure accuracy and safety checks on every machine.
* Ensure that machines are producing quality products by managing periodic checks on output.
* Ensure stocks of needed materials are ready and available at all times.
* Create and maintain activity logs.
* Provide relevant information regarding progress to supervisors.
* Making number plate using the pressing and printing machine.
* Double check the number plate before releasing to the customer and registration card is checked.

**EMPLOYER: ADNOC ABU DHABI NATIONAL OIL COMPANY**

*DEC, 27, 2009 TO JUNE 06 2011*

**POSITION: SALES ATTENDANT / CASHIER**

**DUTIES & RESPONSIBILITIES:**

* Responsible to settle all cash and credit card transaction.
* Dealing and attending customer inquiries.
* Providing good & efficient customer service.
* Attend customer complain and find quick solution as a senior staff.

**EMPLOYER**: **CARREFOUR AVENUES MAF KUWAIT**

*MARCH 19. 2007-APRIL 08, 2009*

**POSITION**: **STOCKER SALES ATTENDANT /**

**RECEIVING CHECKER**

**DUTIES & RESPONSIBILITIES:**

* Dealing with the needs of the customer.
* Answering customer inquiries regarding availability of an item such as pants, jeans, shirt, accessories etc.
* Providing good & efficient customer service.
* Arrange and replenish sold items on display.
* Doing stocks inventory.

**EMPLOYER**: **ZUELLIG PHARMA UNDER BY PRIME PROMOTION AGENCY**

*JULY 2006-MARCH 2007*

**POSITION: FIELD MERCHANDISER**

**DUTIES & RESPONSIBILITIES:**

* Dealing with the store in charge to get a new space for a new product.
* Arranging & Replenishing items display.
* Ordering stocks and monitoring stocks availability.
* Dealing with the needs of the customer.
* Answering customer inquiries regarding availability of an item.
* Providing good & efficient customer service.
* Arranging & replenishing items display.
* Doing stocks inventory.

**PERSONAL PROFILE**

NATIONALITY **:**  Filipino

DATE OF BIRTH **:** *April 03, 1980*

HEIGHT **:**  5’6”

LANGUAGE SPOKEN **:**  English, Tagalog & Basic Arabic

CIVIL STATUS **:** Married

**Job Seeker First Name / CV No: 1714518**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

