# *Mark*

*🗁* ***PROFESSIONAL OBJECTIVES***

To gain the opportunity in enhancing knowledge, working skills and improving competence in the field of concern (Computer Science / Autocad / Refrigeration & Air Conditioning), through actual application of learned skills with routine observance and challenging duty from your highly regarded institution.

*🗁* ***WORKING EXPERIENCES***

**Quality Controller Inter Continental Tobacco FZE**

**February 2015 – March 2016** Jebel Ali, Dubai, United Arab Emirates

**Duties and Responsibilities:**

* Evaluating the company’s product specifications and examining them with customer requirements.
* Setting quality assurance compliance objectives to achieve the targets.
* Promoting performance improvement and quality assurance programs throughout the organization.
* Ensuring product compliance with international and national legislation and standards.
* Defining quality measures in conjunction with working staff.
* Understanding, evaluating, and executing the tests and procedures properly and investigating the product modifications.
* Directing workers engaged in testing and measuring product, tabulating the data relating product quality, materials.
* Maintaining and setting up documentation and control procedures.
* Supervising technical team in carrying out checks and tests.
* Monitoring performance by collecting relevant information and preparing statistical reports.
* Determining relevant quality associated training requirements and delivering training.
* Contemplating the application of health and safety, and environmental standards.
* Collating and analyzing performance charts and data against defined parameters.
* Writing management and technical systems reports.
* Collating the staff of various disciplines and driving them to plan, develop and agree broad quality procedures.

**Logistics Staff cum Inventory Controller NEP Logistics, Incorporated (Nippon Express**

**and Document Controller (Forklift Operator) Logistics)** Science Park, Biñan, Laguna, Philippines

**September 2003 – September 2004 October 2011 – October 2014**

**Duties and Responsibilities:**

* Distribution of picking to in-charge actual picker included of picking list, order checklist and picking ticket. In-charge in actual picking of FDTP parts based on picking list, order checklist and picking ticket.
* In-charge in actual checking of parts count and arrange properly the actual parts.
* Scanning of picking tickets and responsible in printing of master check sheet for double-checking of parts.
* Assigned in list of palletizing the ordered parts and conduct monthly inventory of all parts.
* Arrange documents needed in loading and delivery of parts.
* Preparation of Delivery Receipt in dispatching and shipping of the parts to our Client.
* Filling of all Documents such as Order check sheet, Master list, non-conformance report, Pallet label and Ticket with problem.
* Forwarding all documents to our Supervisor for final checking.
* Assigned in our Client such for actual counting the parts.
* To process and updates all documents based on typing request and to check the prepared documents from error in order to prevent issuance of incorrect documents.
* Processes all documents as per request based on standard document format.
* Issues the newly approved/revised documents and memoranda to the concerned Departments/Sections and collects all the obsolete and supersedes documents related to QS/ISO in any point of use. - Check all for approval documents for any errors.
* Prepares and updates the form and diskette directories.
* Files and safe keeps all controlled documents related to QS-9000/ISO 9002 and all incoming documents like memorandum, information notices, etc.
* Controls and monitors the storage system of the company’s archive files.
* Prepares and updates the records used in tracking of archives files. - Coordinates and regulates the storing of archives files. - Disposal of archive file after retention period.
* Responsible and assists in photocopying and faxing of QS/ISO related documents.
* Performs the duties and responsibilities of Documentation Clerk when necessary and required.
* Performs other related tasks that maybe assigned by my superior from time to time.
* Acting as reliever/assigned to the other section and/or other shift.

**Machine Operator/Cad Draftsman (In-House) Procter & Gamble Philippines Incorporated**

**October 2004 – September 2009 (ZD Services Incorporated)**

#10 Main Ave., Light Industry & Science Park, Cabuyao, Laguna, Philippines

**Duties and Responsibilities:**

**Operator**

* Ready machines before production, making sure that they are in working order and that they perform to required specifications.
* Replacing worn-out parts and produce an initial test batch of products to measure quality.
* Running the machines and observe them during production.
* Working on multiple fast passed assembly lines.
* Following work instructions to build quality product to meet customer specifications.
* Meeting daily production goals.
* Participating in a team environment.
* Maintaining safety conscious attitude and guidelines.
* Responsible for ensuring the equipment functions efficiently and that all procedures work correctly.
* Setting up and adjusting machines, and monitor them for unusual noises or movements.
* Loading supplies into machines either by hand or using hoists.
* Replacing molds and cutting surfaces.
* Testing and measuring finished products, and record activities and manufacturing levels.

**Cad Designer/Draftsman (In-House)**

* Task to do revision of drawings as required for the project.
* In-charged in uploading all the plant drawing into EPIC as required by the P&G.
* Receiving the updated TCCC Packages required after the project turn-over and making it sure that it has electronic copy.
* Doing Mechanical, Electrical, Architectural, Civil and Piping layout requested by the client.
* Assisting the document librarian in some AutoEDMS related works.
* Secured all confidential designs and documents.

**Projects Completed:**

* Procter & Gamble Warehouse expansion in Philippines (Structural Lay-Out Design “high rise building”)
* Procter & Gamble additional building project for the additional machinery (MEP Lay-Out)
* Procter & Gamble New Office in India (Constructional Design)
* Updated down spout (Plumbing Design) , AHU and HVAC Design of all modules
* Revision of Procter & Gamble Area for the additional facilities like canteen, amusement, gymnasium and basketball court.
* 90% of hard copy design (blueprint) of Procter & Gamble Production Area transferred to Autocad Design.

**OJT (Air Conditioning Technician) CMPC (Cabuyao Meat Processing Corporation)**

**April 2011 – June 2011** Brgy. Pulo, Cabuyao, Laguna, Philippines

**Duties and Responsibilities:**

* Reviewing blueprints. \* Installing air conditioning systems.
* Testing systems for proper functioning. \* Performing emergency repairs
* Maintaining tools. \* Ordering supplies.
* Making routine adjustments to maximize operational efficiency.
* Record data when inspecting systems, such as temperature of equipment, fuel consumption and hours of operation.
* Recovering and properly dispose of refrigerants when servicing air conditioning equipment since refrigerants can be harmful to the environment.

*🗁* ***RELEVANT SKILLS***

* With effective communication skills.
* Proficient in AutoCAD, MS Office such as Word, Excel, Power Point and other windows application.
* Know how to operate simple office equipment such as copier machine, fax machine, plotter and printing machine, scanner and computer.
* Know how to assemble compressor and air-conditioning unit.

*🗁* ***EDUCATION***

**2003 (TERTIARY) Bachelor of Science in Computer Science**

Southwoods, Carmona, Cavite, Philippines

**STI Southwoods**

**Vocational Courses:**

* **January 2011 - April 2011 Refrigeration & Air-conditioning NC-I**

Calamba City, Laguna, Philippines

**Calamba Manpower Development Center (TESDA)**

* **February 2011 - May 2011 AutoCAD 2D – 3D**

Brgy. Sala, Cabuyao, Laguna, Philippines

**Unique: Technical Skilled Training Center**

*🗁* ***PERSONAL INFORMATION***

**Birthdate :** 07 December 1979

**Weight :** 145 lbs. **Height :** 5’ 7”

**Religion :** Christian (Roman Catholic)

**Job Seeker First Name / CV No: 1716750**

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

