# **CURRICULUM VITAE**

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**Albert**

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**CAREER OBJECTIVE**

*Join a dynamic and progressive organization offering ample opportunities for diversified experience and seeking a position, which will allow for continued professional growth offering an environment in which advancement is based on strength of individual contributions to the realization of organizational goals.*

**QUALIFICATION**

1. **Elementary and Secondary Level (Graduate)**

**Our Lady of the Sacred Heart Academy**

**Guimba Nueva Ecija PHILIPPINES**

**(1978- 1988)**

 **2 Bachelor of Science in Electrical Engineering (undergraduate)**

 **Central Luzon State University**

 **Munoz Nueva Ecija PHILIPPINES**

 **(1988-1990)**

**3 Electrical and Automotive technician**

 **Central Luzon Polytechnic College**

 **Undergraduate**

** (1990-1991)**

**PERSONAL**

1. Date of Birth December 26 1972
2. Nationality Filipino
3. Marital Status Married
4. Language Spoken English (Punctual); Urdu and Arabic (satisfactory);

 Filipino

**JOB Experience**

**Al-Ghurair Construction Aluminum Dubai UAE (2007-PRESENT)**

 Position : **Transport and Dispatch Coordinator; Logistics and Administration Support**

 ***Responsibilities:***

* Handling and monitoring of 52 Heavy buses and 40 delivery p-ups for Transportation of around 2000 workers and deliveries of Aluminum finished materials entire UAE) picking off from different labor camps and dropping off into different projects sites along UAE
* It includes tracking off proper and good route towards a certain area in favor of cost consumption is concerned
* Monitoring and maintaining 60 Drivers duty including timesheet and trip mobilization
* Maintenance and scheduling of deliveries of finished aluminum materials all

 over UAE projects

* Managing to record transportation related cost and review together with Admin

 Manager in order to evaluate the differential expenses of each being

***Duties***

* coordination into production department for delivery of aluminum furnished materials

 To different projects

* Mobilization of company vehicles incoming and outgoing including lease car &

 Rented vehicles

* Drivers duties and trip controller / Analyzing
* Company vehicle testing for registration and insurance renewal
* Company vehicles traffic fines and road violation monitoring
* Company vehicles documents and records controller

 ***Extra Duties:***

* Reporting to HR dept and Administration Manager for workers transportation related issues
* Proper coordination and work as logistics endeavors to all company department i.e. documents submission; vehicle arrangement of senior managers closed meeting schedule; company international project staff, airport arrival and drop off including client and guest of different nationality.
* As transport team leader we accomplish and had a huge contribution in completion of Al-Ghurair Construction Aluminum’s prestigious projects; like Burj Khalifa ; Down Town Dubai ; Business Park and Business Bay tower ; Al Manara ; Lacasa ; Crystal Tower ; Metropolis and Burlington Tower ; Dubai Marina Area ; Trident ; Irish Blue ; Marina Scape and Marina 101 ; Jumeirah Lake Towers ; Indigo Icon ; Saba 1 2 & 3 ; Lake Terrace ; C2 ; C3; Gold Crest; Tiffany Tower ; Abu Dhabi Projects ; Seeba Tower; Golf Gardens; Shooting club; Al Booroge; Al Forsan ; In Fujeirah ; Novotel Hotel

**Arabian Aluminum co llc Dubai UAE 2005-2007**

 **Position : Auto electrician**

 ***Duties:***

* All company vehicles monitoring specially on preventive service and proper maintenance
* Company vehicles expenses and invoices verification and submission work
* Responsible of company vehicles files and data records
* repairing of company vehicles electrical problem

 **Arabian Aluminum co llc Dubai UAE (2003-2005)**

 **Position : Fitter**

 ***Duties***

* Factory / production line leader
* stick type, assembly of aluminum curtain wall as per drawing
* Doors and windows aluminum assembly
* Windows / Door hinges and locks fixing
* All kinds of aluminum cutting machine operator

**Man rosé Enterprises (1998-2003)**

 **Position: Supervisor**

* Responsible on checking and repairing of light and heavy vehicles

 ***Duties :***

* car problem analyzing and its solution
* electronic machine operator
* all tire stock data encoder
* different vehicles tires stockholder

***Related duties:***

* wheel alignment
* Camber adjustment
* wheel balancing
* Automatic wheel changer

**Wizzard Electrical Services (1991-1998)**

 Position: Foreman Auto Electrician / Assistant Supervisor

 : Light; Heavy Vehicles and Heavy Equipments

 ***Duties:***

* Installation of car alarm system
* mounting and installation of central locking system
* alternator and starter repairing / overhauling
* car all electrical lines and cable installation
* Knowledge on all type of relays and its functions
* car trouble shooting and analyzer
* Spare parts stock record holder
* vehicles spare parts purchaser

* **Special skills on repairing D/C or any battery operated machines or tools**
* **Knowledge on all types of vehicle like American ; European ; and Japanese car**
* **Knowledge in Microsoft office Excel and Microsoft office word**