**JOSEPH SUPEÑA**

OBJECTIVE:

To continuously strive for higher achievement in life and establish myself as a perfect and accept challenging work and contribute forward the success of esteem organization by hard work and acquired skills.

PERSONAL DATA:

Date of Birth : September 25, 1986

Civil Status : Single

Gender : Male

Height : 5’7” ft.

Nationality : Filipino

Languages : English, Tagalog

**SKILLS AND COMPETENCIES:**

* Computer Literate (MS Office Word, MS Excel, Internet Literate)
* Flexible and able to learn quickly
* Willingness to learn new skills
* Interpersonal management skills

**WORKING EXPERIENCE:**

August 2015 – June 2016 **Lafarge Republic Cement Inc.**

**Plant Operations Supervisor**

Teresa, Rizal, Philippines

* Evaluate repair and modification requests of plant equipment and systems from plant personnel.
* Supervise subordinates in their everyday production schedules for compliance with manufacturing requirements and safety procedures.
* Records associate production, inventory, safety incidences, personnel absenteeism and their respective corrective actions.
* Evaluate staff performance to recommend where change is necessary.
* Contributes to team effort by accomplishing related results as needed.

August 2008 – June 2015 **Delta Earthmoving Inc.**

**Production Checker**

Angono, Rizal, Philippines

* Monitor and record number of trips and operational hours of heavy equipment.
* Follow instruction of the dispatcher before and after the shift.
* Report possible hazard in the work area.
* Writes production reports based on data compiled, tabulated, and computed, following prescribed formats.
* Compiles material inventory records and prepares requisitions for procurement of materials supplies
* Perform related functions.

January 2008 – July 2008 **Penshoppe**

**Sales Advisor**

SM City, Cabanatuan, Philippines

* Approach customers and offer them advice on products to persuade them to buy.
* Provide information and other services such as handling returns of merchandise.
* Deal with complaints in a patient and helpful manner
* Follow up on customers who have shown interest in a particular product
* Take and record orders through a computer system in person or over the phone / email.
* Monitor shelves inventory and unload new products when needed.
* Ensure keeping up with new product development and features
* Devise sales and marketing strategies aimed at fulfilling targeted goals

March 2007 – December 2007  **Uniwide Sales Inc.**

**Stockroom Assistant**

Tarlac, Tarlac City, Philippines

* Perform stockroom assistant duties in a warehouse setting.
* Prepare list of the supplies to be acquired, sent purchase orders to vendors and ensure timely receipts of goods
* Maintain record of goods received, dispatched and returned. Prepare and submit weekly, monthly inventory reports.
* Check the received goods against the ordered goods. Ensure compliance with the expected quality standards and quantity requirements.
* Coordinate activities between the vendors, customers and the management of the organization.

November 2006 – March 2007 **Max Restaurant**

**Waiter**

Cabanatuan City, Philippines

* Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
* Collect payments from customers.
* Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
* Take orders from patrons for food or beverages.
* Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
* Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.

EDUCATIONAL BACKGROUND:

**Tertiary Level**

Bachelor of Science in Criminology

Wesleyan University Philippines

Muñoz, Nueva Ecija, Philippines

2004 to 2006 (Undergraduate)

**Job Seeker First Name / CV No: 1841922**

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