**Gianne**

Email: gianne.327310@2freemail.com

**POSITION:MATERIAL CONTROLLER / ELECTRICIAN / OFFICE CLERK**

**WORK EXPERIENCE**

**MATERIAL CONTROLLER**

**ANABEEB LTD**

JUBAIL P.O. Box 234 Jubail 31951, Saudi Arabia

T: +966 13 362 0556 / F: +966 13 361 4990

[www.anabeeb.com](http://www.anabeeb.com) /info@anabeeb.com

October 3, 2015 – November 6, 2016

* Compile reports on various aspects of changes in production or inventory.
* Stacking goods in the correct place/shelves.
* Checks materials and supplies and reports when stock is low.
* Receives and unpacks materials and supplies.
* Dispense items and post amounts of items to inventory control cards or automated systems.
* Ships canceled and damaged items back to vendors as appropriate.
* Store and release supplies or equipment’s.
* Clean work areas at all times.

**SERVICE CREW**

**CHOWKING FOOD CORPORATION**

Subic Bay Metropolitan Authority / Olongapo Branch

*November 2012 – May 2013*

* Greetcustomers andseatthemaccordingto theirpreferences
* Servemealsandsidedishes
* Clear table and clean tabletops
* Assist inkitchenduties
* Ensures compliancetorestaurant's standardsandprocedures.
* Attendtocustomers’enquiries andrequirements.
* Receives, unpacks, and delivers goods
* Re-stocks items as necessary, labels shelves.

**Self- Employed from**: June 2013 - February 2014

Occupation: Free lancer Electrician

Location: gordon heights olongapo city

Duties and Responsibilities: trouble shooting and Fixing electrical defect of Customers request.

**EDUCATIONAL BACKGROUND**

**MARINE ELECTRICAL**

Central Luzon College of Science and

Upper Kalaklan Olongapo City

*June 2010 – May 2012*

**CERTIFICATE OF TRAINING**

**INSTRUMENTATION AND CONTROL SERVICING / NCII & NCIII**

**Certificate No.:**15030202000317 / 15030203001923

Technical Education and Skills Development Authority / TESDA

Republic of the Philippines Department of labor Employment

*NCII – January 19, 2015 – January 19, 2020*

*NCIII – February 14, 2015 – February 14, 2020*

**Unit Title NCII and NCII**

* Participate in workplace communication
* Work in Team Environment
* Practice Career Professionalism
* Practice Occupational Health and Safety Procedures
* Use Hand Tools
* Perform Mensuration and Calculation
* Prepare and Interpret Technical Drawing
* Apply Quality Standards
* Perform Computer Operations
* Terminate and Connect Electrical Wiring and Electronic Circuits
* Install Instrumentation and Control Devices
* Calibrate Instrumentation and Control Devices
* Configure Instrumentation and Control Devices
* Loop Check Instrumentation and Control Devices
* Maintenance and Repair Instrumentation and Control Devices

**ENGINE WATCHKEEPING**

**Certificate No.:**EW14-03-25-0822

PHILASIA MARITIME SERVICES TRAINING CENTER INC.

2ND Floor, Cebu LiokKui Bldg., # 6 J.L. Briones Avenue, North Reclamation Area, Cebu City, Phil.

T: +63.32.231.8395 F: +63.32.2318394 / +63.32.260.2624

W: [www.philasiamarintime.com](http://www.philasiamarintime.com) E: admin@philasianmaritim.com

March 27,2014 -March 27,2014

**PROFICIENCY IN CRISIS MANAGEMENT AND HUMAN BEHAVIOR TRAINING**

**Certificate No.:**CRO/CMC-007-0212099-PM

FAR EAST MARINETIME FOUNDATION INC.

9TH Floor, Room 904, Victoria Bldg., U.N. Ave., Ermita, Manila Philippines

February 06,2012 -February 07,2012

**PASSENGER SAFETY AND SAFETY TRAINING FOR PERSONNEL**

**Certificate No.:**CRO/CMC-007-0212099-PM

FAR EAST MARINETIME FOUNDATION INC.

9TH Floor, Room 904, Victoria Bldg., U.N. Ave., Ermita, Manila Philippines

February 08,2012 -February 09,2012

**BASIC SAFETY COURSE**

**Certificate No.:**11-206-06120

MAGSAYSAY TRAINING CENTER

6TH Floor, Time Plaza Bldg., U.N. Ave. Corner Taft Ave., Ermita, Manila Philippines

November 21, 2011 - November 27, 2014

**SPECIAL SKILLS**

* Computer Literate
* Highly adept in Microsoft Office applications. (MS WORD/MS EXCEL/MS POWERPOINT)
* Knowledge in Basic Wiring Installation

**PERSONAL DATA**

Birth Date / Age **:**  July 25, 1993

Birth Place **:** Olongapo City, Philippines

Gender / Civil Status **:** Male / Single

Height / Weight **:** 5’8” / 140 lbs.

Citizenship / Religion / Language **:** Filipino / Roman Catholic /English /& Tagalog

*I certify that the above information is true, and I understand that any falsified data subject to disqualification and /*or *warrant administrative sanctions.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Signature***