**RYAN**

E-mail Address: [ryan.339624@2freemail.com](mailto:ryan.339624@2freemail.com)

Contact No.: +971503718643

**CARRER OBJECTIVE**

To pursue a challenging career in a reputed organization that can offer professional and personal growth. Utilizing my knowledge, experience and skills in rendering quality service and progress to the company.

**QUALIFICATION HIGHLIGHTS**

* Machine Operator/ Technician
* Warehouse Assistant
* Sales Associate/ Retail Sales Executive
* Certificate of Marine Transportation

**SKILLS**

* Possess leadership ability
* Knowledgeable in Computer Software such as Microsoft Word, Excel and Outlook
* Skilled and dedicated and competitive achiever who can work independently.
* Excellence ability and experience to work on a team environment improving teamwork.
* Willing and Experience to work under pressure
* Fast learner and self-motivated takes pride in work at all with aptitude to learn quickly

**WORK EXPERIENCE**

***Machine Operator / Technician / Warehouse Assistant***

Far Eastern New Century Corporation

Kuan-yin, Taoyuan, Taiwan

December 2013 – December 2016

***Quality Control Inspector / Machine Operator***

Valerie Products Manufacturing Inc.

Carmona, Cavite, Philippines

August 2009 – November 2010

Duties and Responsibilities:

* Arrange machine at the beginning of work procedures to ensure that everything is in order.
* Test the machine before main work begins to be sure that it’s in good condition for production.
* Clean up machine parts after every work procedure.
* Set all machine operation information such as speed, size and shape into machine before it begins running.

* Insert all production materials in the various parts of the machine where they are supposed to be to enhance production output.
* Ensure that machines are calibrated and recalibrated before and after production procedures.
* Troubleshoot machine problems to determine actual faults.
* Strictly adhere to client job specification and ensure good quality work.
* Ensure timely preparation and availability of all production materials to avoid shortage during production.
* Report to supervisor regularly, keeping them updated on production activities and progress.

***Retail Sales Executive***

Toyota Motor Corporation

Calamba, Laguna, Philippines

May 2011 – November 2013

***Sales Associate***

Do It Your Self/ DIY Company

Sun Star Mall, Sta. Cruz, Laguna, Philippines

June 2008 – July 2009

***Sales Representative***

Bench/ Company

Centro Department Store, Sta.Cruz, Laguna, Philippines

April 2007 – May 2008

Duties and Responsibilities:

* Welcome customers with a smile as they enter into premises
* Proactively ask customer how they can be assisted
* Provide customers with product information that they need
* Escort customers to the correct aisles
* Explain product features and warranty agreements
* Demonstrate the working of a product when required
* Provide information on daily deals and promotions
* Ensure that all products are well stocked and are easy to reach
* Assist customers by taking down products that may not be easy to reach
* Provide information regarding each product and any discount offers associated with it
* Make sure that work area and aisles are clean and shelves are dusted properly
* Respond to customers’ requests and concerns in a resourceful manner
* Handle cashier duties by taking cash or credit cards in exchange of goods sold

* Manage product returns and exchanges
* Ensure that all purchased items are delivered to the customers in a prompt manner
* Reserve products for online orders
* Discourage shoplifting activities by constantly keeping a vigilant eye
* Arrange products on shelves in a tidy manner
* Pick and pack orders for shipping purposes
* Order out of stock items in a timely manner

**EDUCATIONAL BACKGROUND**

Collegiate: CERTIFICATE OF MARINE TRANSPORTATION

Laguna Maritime Academy

Balian, Pakil, Laguna, Philippines

S.Y. 2005 - 2007

|  |  |  |
| --- | --- | --- |
| **PERSONAL DATA** |  |  |
| Date of Birth | : | February 15, 1988 |
| Religion | : | Roman Catholic |
| Height | : | 5”9’ |
| Nationality | : | Filipino |
| Gender | : | Male |
| Civil Status | : | Single |
| Language Spoken | : | Tagalog, English, Mandarin |
|  |  |  |