** CURRICULUM VITAE**

**ROBERTO**

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**POSITION DESIRED: WAREHOUSE MAN/STORE KEEPER**

**EDUCATIONAL ATTAINMENT: AIRCRAFT TECHNICIAN COURSE – PATTS College of Aeronautics**

**WORK EXPERIENCE**

* June 2015 to Present - **BANAJA HOLDING CO. (Tranzone Saudi Group Holding Co.) End Contract: May 31,2017**

Exit 16 Sulai, Industrial Zone, Riyadh, Saudi Arabia

***WAREHOUSE MAN – ORDER PROCESSOR/FORKLIFT OPERATOR***

* Received incoming goods for inventory.
* Unloading of received items using the forklift.
* Check the invoiced items vs. the actual items by checking the descriptions, lot no. & expiration dates and quantity of the items being received.
* Picking and preparing of ordered items by the clients.
* Preparing the documents of the ordered items for shipping and dispatching.
* Relocate and compress the items on the racks.
* Encode delivery receipts and invoices and files all related correspondence and documents in clients.
* Received local and export items from the suppliers.
* Responsible in preparing and releasing of delivered items to the clients.
* Checking and updating the expiration dates of the items one by one.
* Encoding of items in the computer for inventory monitoring.
* Conducting a monthly inventory of goods by keeping a monitored files of incoming and released items.
* Maintains cleanliness and orderliness of the working area.
* March 9, 2014 to November 2014 - EPIC REPAIR A CAR

Musaffah Industrial M38, Building 58, Abu Dhabi, UAE

***AUTO-MECHANIC***

* Diagnose problem/ malfunctions quickly and accurately;
* Replace or repair faulty parts;
* Performs basic care maintenance, such as oil changes and tire rotations;
* Vehicle inspection for registration;
* Conducts test to see whether components and system are secure and working properly;
* Isolates the components or system that might be the cause of the problem;
* Ensures that very critical part are examine such as belts, hoses, plugs, brakes, fuel systems and other potentially troublesome items are watched closely;
* Lubricates and test parts and other major components while also checking to determine if they are worn out.
* Able to use power tools, machine tools and more;
* Responsible for spare parts ordering and inventory;
* Handles periodical servicing;
* Performs other related duties at may be required by immediate superior.
* Road test the vehicle.

* March 6, 2007-Dec 23, 2013 – **OGAMI PHILS.COPR.**

Dasmarinas, Cavite. 1300 Philippines

## WAREHOUSE STOREKEEPER

* Inspects and checking box label and article number of the spare parts.
* Assigned in checking and monitoring of office supplies.
* Doing final checking of spare parts for delivery to the clients local and export.
* Received documents and actual checking local and export automotive parts.
* Updating forecasted delivery summary schedule for the week.
* Unloading incoming delivery local and export using forklift vehicle.
* Loading spare parts for delivery on the truck using forklift vehicle.
* Prepared the tools and spare parts according to maintenance job requested.
* Encode delivery receipts and invoices and files all related correspondence and documents in clients.
* Monthly inventory incoming and outgoing automotive parts and office supply.
* Responsible for preparing, releasing automotive parts and documents.
* Maintains cleanliness and orderliness of the working area.
* Received local and export automotive parts and checked actual items.
* Computer literate: MS EXCEL, MS WORD.
* January 10, 2004-March 2, 2007 - **TOYOTA PHILS.CORP.**

Toyota Special Economic Zone. Sta. Rosa. Tagaytay Highway Sta. Rosa City, Laguna.

***WAREHOUSE STOREKEEPER*** *(Toyota Service Center)*

* Received local and export automotive parts and checked actual items.
* Supervises manpower under my department.
* Prepares tools and spare parts for order requested.
* Checks and Inspection actual jobs change oil, replaced bearing, tire, cable break.
* Inspects and monitors jobs description report and no. of spare parts. .
* Maintains the manpower scheduled.
* Drives the truck if delivery is urgent and a driver is badly needed.
* Maintains cleanliness and orderliness of the warehouse department.
* Issued Disc skim and replaced new brake pad and brake shoe with job request.
* Issued new spark plug and oil filter with job request.
* October 2001-December 2003 – **TAPEX INC.**

Carmona, Cavite, Philippines

***STOREKEEPER/DRIVER***

* Delivers Company’s finished products to all clients.
* Received local and export documents and actual checking items.
* Check and maintains the condition of the vehicle from time to time.
* Transacts and negotiates with the clients from time to time.
* Collects checks and payments from clients.
* Perform other tasks requested by management.

**CAPABILITIES**

* Has knowledge in aircraft maintenance;
* Bearing installation of new tires
* Aircraft compression checking
* Changing oil
* Inflation of tires
* Spark plug checking
* Servicing and cleaning of landing gear
* Changing new tires
* Can drive manual and automatic vehicle with license 1-2-3 restrictions.
* Can operate forklift vehicle.
* Has knowledge in auto mechanic.
* Computer literate: MS EXCEL, MS WORD

**TRAININGS**

Company **: AIR ADS, INC.**

Andrews Ave., Domestic Road, Pasay City, Philippines

Position : **Aircraft Maintenance Trainee**

Training : **Aircraft Cleaning and Maintenance**

Company **: OGAMI CORP.**

Trainings **: ISO 9001:2000 Awareness Course**

**Environmental Management System Awareness**

**5 ‘S Awareness Course**

The foregoing information is true and correct to the best of my knowledge and belief.