**SANDRO**

**SANDRO.345062@2freemail.com**

**CAREER OBJECTIVE:**

To be part of an organization where I could bring out and utilize my potentials, skills and knowledge as well as providing me with personal and professional advancement.

**STRENGTHS AND TECHNICAL SKILLS:**

* Minor Machine Troubleshooting
* Proficient in Microsoft Office (Word, Excel and PowerPoint)
* An excellent team player and can communicate well to all level of organization.
* Highly Trainable, Fast learner, Dynamic, Innovative and Competent
* Ready and willing to face any challenges and responsibilities
* Can work under pressure, utilizing available and limited resources
* Self-motivated
* Possess initiative and Highly energetic

**WORK EXPERIENCES:**

**LOGISTIC COORDINATOR | ASSOCIATE STAFF**

**LITTLE FUSE PHILIPPINES**

LIMA TECHNOLOGY CENTER

Malvar Batangas, Philippines

June 2016 – December 2016

**PRODUCTION PLANNING INVENTORY CONTROL**

**PHILINAK INDUSTRIES INCORPORATED**

LIMA TECHNOLOGY CENTER

Malvar Batangas 4233, Philippines

August 7, 2015 – Dec 18, 2015

**Tasks and Objectives:**

* Establishing and controlling inventory and prompt shipments of all incoming raw materials and in timely monitoring delivery of goods
* Conforms discrepancy report and receiving reports.
* Records total delivery on receiving report
* Receives orders delivered by the supplier
* Performs inventory controls and keep quality standards high for audits
* Completes data recorded into inventory

* Reports data discrepancies
* Communicates and cooperates with supervisors and co-workers
* Operates and maintains preventively warehouse vehicles and equipment
* Follow quality service standards and comply with procedures, rules and regulations
* Receives goods delivered to the warehouse for storage
* Unloading raw materials from the trucks and double-check to ensure accuracy with delivery documents
* Issuing correct parts withdrawn by the production
* Keeping a clean and safe working environment and optimize space utilization
* Knows how to use SAP Inventory System database
* Operates forklift

**PRODUCTION AND MACHINE OPERATOR**

**PILIPINAS KYUHRITSO INC,**

Inusluban Lipa City, Philippines

June 18, 2012 - January 10, 2013

**Tasks and Objectives:**

* Performs daily 6’s to being neat and orderly in an area as part of my daily routine.
* Have enough knowledge on how to operate the machine WP-JP1 (Wire Prep Jam production 1)
* Performs Daily Checking of machine condition
* Performs Standard Operating Procedures (SOP’s) on equipment operations (i.e. machine setting, measure the specs of the terminal harness, etc., and ensures, keeps track and/or addresses issues affecting machine efficiency.
* Seeks improvements on machine and process and conduct audit justify.
* Proper and daily checking of EPO check sheets which is ensuring proper use of terminals and wires.
* Expertise in 100% inspection of terminals and wires before proceeding to MI (Middle Inspector).

**EDUCATIONAL ATTAINMENT:**

**Tertiary:** Kolehiyo ng Lungsod ng Lipa

**Diploma in Computer Technology**

June 2013 – April 2015

**Secondary:** Inusluban Marawoy National High School

 June 2004 – March 2008

**Primary School:** Sto. Toribio Marawoy Elementary School

 June 1998 – March 2004

**SEMINARS AND TRAINING ATTENDED:**

* **TIMEKEEPER**

**UGNAYAN-SECURITY AGENCY**

**OJT – On the Job Training**

November 18, 2015

* Updating Daily Duty Orderly
* Updating and encoding Security Payrolls and License
* **SEMINAR WORKSHOP**

Kolehiyo ng Lungsod ng Lipa

* **TRILINK TRAINING AND DEVELOPMENT CORPORATION**

TESDA Lipa City, Batangas

* **DISCIPLESHIP TRAINING**

Good Shepherd Worship Center Inc. - TARLAC

May 2014

* **POPULATION EDUCATION AND ENDLESS ISSUE**

March 28, 2014

* **TESDA-Bartending**

Technical Education and Skills Development Authority

July 5, 2010

**AFFILIATIONS:**

* **GOOD SHEPERD WORSHIP CENTER INC. Lipa**

 Youth Councilor, May 2010 - April 2015

* **CWTS, KOHELIYO NG LUNGSOD NG LIPA**

Volunteer, September 2013 - January 2014

**OTHER PERSONAL INFORMATION:**

Age: 26 years old

Date of Birth: May 13, 1991

Birthplace Occidental Mindoro

Civil Status: Single

Nationality: Filipino

Religion: Christian

Visa Status: Tourist Visa