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*HUTCH*

*HUTCH.349172@2freemail.com*

***CAREER OBJECTIVES:****To be able to join an organization were knowledge acquired through past experience and training may be applied further enhance not only for the Professional growth but also in the fulfillment of the company to do my best to achieve the goals and objectives of the company.*

***Position Applied****:* ***STORE KEEPER/MATERIAL CLERK***

**Skills/Strengths
 • Healthy
 • Hard worker
 • Team player
 • Positive attitude and Boundless Energy
 • Quick learner innovative
 • Ability to adapt to situations
 • Hardworking, Self-believed and respect others
 • Diligence, Confidence, Sincerity & Loyalty**

**HIGHLIGHTS:**

***●Preparation of shipping records
●Warehouse data software usage
●Proper package handling knowledge
●Ability to lift approx. 50 lbs.
●Leadership skills
●Effective communicator***

* ***PROFESSIONAL EXPERIENCES:***
* ***Store Keeper
Yanbu Industrial City 41912
Samsung Engineering Saudi Arabia Co. Ltd
Increase Gas Yanbu Power / Desalination Plant Phase 3 Project
January 16, 2016 to Sept 18, 2016***

***• Job Description:***

* *Creation of new data for uploading and stock numbers with all the require information to maintain the inventory, user/supplier information, delivery time etc.*
* *Receiving of direct and stock items, arranging for inspection and update the inventory etc.*
* *Inspecting the spare parts receive as per PO, creating the discrepancy report if any forward to Purchasing / Accounting dept. for further action.*
* *Locating of spare upon created of stock numbers, fixing locations.*
* *Updating the location of materials in Indoor/Outdoor Field area.*
* *Co-coordinating in returning back to stock of unused spares repair and returns.*
* *Co-coordinating with site Engineer’s/Supervisor to arrange the requirements.*
* *Receive spares for the Company, containing direct out and stock items, Arrange inspection acceptable and rejection as well.*
* *Updating the Shipment numbers, Delivery note, PO,*
* *Maintain proper storage of all materials of warehouse and sites, taking in a safety procedure.*
* *Coordinate with concerned department in regards to the gate pass and work permits for employees.*
* ***Store Keeper
Jubail Industrial City 31961
Samsung Engineering Saudi Arabia Co. Ltd
Shaybah Project #4 Saudi Arabia
Central Processing Facilities Expansion (CPFE - Project)
December 31, 2014 to January 14, 2016***
* ***Scope of Work:***
* *Responsible in the preservation materials stored at lay down yard.*
* *Assist to warehouse supervisor in receiving, unloading, checking the issuance of materials.*
* *Perform inventory of materials on the rack location lay down yard.*
* *Separate areas shall be designated for the retention of usable material and the disposal of rubbish.*
* *Perform housekeeping in warehouse and lay down for a safe working environment.*
* *Perform other duties and responsibilities to handling the materials in the god way.*
* *Maintain good Housekeeping before and after for safe work condition.*
* *Prepare documents and report such as quotation request purchase order, delivery note, gate pass and transmittal form, daily and monthly report of consumable materials status, weekly report of store material status*
* *Daily monitoring of consumables and structural materials:*
* ***Store Keeper
Jubail Industrial City 31961
Samsung Engineering Saudi Arabia Co. Ltd
Shaybah Project #4 Saudi Arabia
Increase Gas Handling Capacity (IGHC – Project)
September 17, 2012 to December 30, 2014***
* ***Scope of Work:***
* *Responsible in the preservation materials stored at lay down yard.*
* *Material recording keep track of information in order to keep supply chains on schedule.*
* *Include checking inventory, handling purchases and returns, keeping records and maintaining the image of a company.*
* *Must also deal with vendors, customers and owners to make sure their needs are satisfied.*
* *Maintain the image of the company by ensuring proper lighting and dust free shelves.*
* *Also secure a safe atmosphere for employees by complying with policies and government regulations.*
* *Should also possess impeccable communication skills because they frequently interact with different people.*
* *Should be able to answer any questions employees have regarding company policies*
* *Perform inventory of materials on the rack location lay down yard.*
* *Monitoring the Materials in Indoor/Outdoor storage.*
* *Tags on the material such as valves, instrument, and motors.*
* *Identification note on the material with permanent type ink pen.*
* *Color codes for pipes, flanges, fittings, gaskets and bolts/nuts.*
* *Perform other duties and responsibilities to handling the materials in the god way.*
* *Maintain good Housekeeping before and after work condition*

***● Technician and Data Installer
NET PACIFIC
Cebu City 6000
April 13, 2011 to December 31, 2011***

* ***Scope of Work:***
* *Responsible for connecting wires to circuit breakers, transformers or other component.*
* *Repairing or replacing wiring, equipment and fixtures, using hand tools and power tools.*
* *Assembling, installing, testing and maintaining electrical or electronic wiring devices, equipment, appliances, apparatus and fixtures, using hand tools and power tools.*
* *Testing electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes, to ensure compatibility and safety of system.*
* *Planning layout and installation of electrical wiring. Equipment and fixtures, based on job specification and local codes.*
* *Inspecting electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair to ensure compliance with codes.*
* *Responsible for cable pulling, glanding, termination, lighting fixtures, aircraft warning light.*
* *Installation of cable tray perforated.*
* *Installation of CCTV camera, Cable, Telephone,*
* *House Keeping before and after working.*

***● Tax Mapping Operator (Assessor’s Office)
Local Government Unit (LGU - KAWAYAN)
Kawayan, Biliran
January 10, 2008 to February 27, 2009***

* ***Scope of Work:***
* *Responsible for divisions and combinations of property tax numbers.*
* *Interprets detailed soil survey maps and re-allocate soils: determines proper distribution of soil types for new parcels.*
* *Issuing TAX Declarations Form to the payers.*
* *Research resources such as survey maps and legal descriptions in order to verify property lines and to obtain information needed for mapping.*
* *Coordinate activities of workers engaged in plotting data and drafting maps; or in producing blueprints, Photostats, and photographs.*
* *Answer questions and provide information to the public and to staff members regarding assessment maps, surveys, boundaries, easements, property ownership, roads, zoning, and similar matters.*
* *Check all layers of maps in order to ensure accuracy, identifying and marking errors and making corrections.*
* *Produce and update overlay maps in order to show information boundaries, water locations, and topographic features on various base maps and at different scales.*
* *Redraw and correct maps, such as revising parcel maps to reflect tax code area changes, using information from official records and surveys.*

***● Clerk/Data Encoder (Mayor’s Office)
Local Government Unit (LGU - KAWAYAN)
Kawayan, Biliran
September 03, 2007 to December 31, 2007***

* ***Scope of Work:***
* *Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.*
* *Answer telephones, direct calls and take messages.*
* *Complete, copy, sort, and file records of office activities, business transactions, and other activities.*
* *Complete mail bills, contract, policies.*
* *Operate office machines, such as photocopies and scanners.*
* *Maintain and Update filling, inventory, mailing, and data base systems, either manually or using a computer.*
* *Maintain logs of activities and completed tasks, choose the materials required to complete correct data errors and store documents in the location*

***● Cadastral Survey Guide (Assessor’s Office)
Local Government Unit (LGU - KAWAYAN)
Kawayan, Biliran
April 03, 2006 to June 30, 2007***

* ***Scope of Work:***
* *We are responsible for accurately defining property boundaries and understanding the laws of the land ownership.*
* *This may include also the identification of residential or rural boundaries, re- establishing boundaries that have been previously surveyed or creating new boundaries as part of land subdivision process*
* *We have the skill and knowledge to interpret and advise on the location of boundaries and if there are any right or restriction relating to the property.*
* *And we are also responsible on recording all the information and measurement that we take on our survey and we are required to lodge with the relevant government agency.*

***Participation in Seminars/Program Certificates***

**Peer Education and Counseling for Youth Leaders.
Emergency Rescuer/Fire Fighter.
Fire Warden/Fire Prevention Training Course.
Sharp Shooter/Marksmanship and Combat Shooting.**

***COMPUTER SKILLS:***

***• Experience in MS – Word, Excel, PowerPoint and PDF
• Experience in Outlook, Internet***

***EDUCATIONAL ATTAINMENT***

***COLLEGE:***

***• NAVAL STATE UNIVERSITY***

*•*NAVAL BILIRAN PROVINCE
• Bachelor Science of Criminology
• 2006 – 2007

***SECONDARY***

*•* KAWAYAN NATIONAL HIGH SCHOOL
• KAWAYAN BILIRAN PROVINCE
• 2000 – 2001

***PRIMARY***

*•* ALMERIA ELEMENTARY SCHOOL
• ALMERIA BILIRAN PROVINCE
• 1992– 1993