

**RAYMUNDO**

**E-mail:** [**RAYMUNDO.361631@2freemail.com**](mailto:RAYMUNDO.361631@2freemail.com)

**Nationality:** Filipino

**U.A.E. License: FORKLIFT**

**U.A.E. License: LIGHT VEHICLE**

**POSITION APPLIED FOR: WAREHOUSE SUPERVISOR**

***Professional Objectives:*** *To be part of a dynamic, fast paced organization which provides advancement to its employees where I can showcase my abilities, skills, and professionalism.*

**Skills:**

1. Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
2. Good English language skills.

3.) Full knowledge of computer packages- MS office, Microsoft Word,Excel,Power Point.

4.) Knowledge of WMS and RF technology.

5.) Ability to deal effectively and patiently with Customer.

6.) Ability to operate MHE such as Forklift, VNA and RT (Reach Truck).

**PROVEN JOB ROLE:**

**KONCI MARKETING (ME) CORPORATION**

Position: **WAREHOUSE SUPERVISOR/COORDINATOR**

Duration: January 2013- up to present

Address: JAFZA, Dubai, UAE

Duties and Responsibilities:

* Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
* Conduct accuracy inventory inside the warehouse and organized the stocks.
* Responsible for the safety transfer of goods from Truck container to the assigned location in the Warehouse.
* Ensure the integrity of documentations and that all movement are properly documented.
* Cross checking invoices and the Purchase Order.
* Operate computers programmed to perform transactions as well as billing tasks, analysis, and reporting.
* Ensure and update the availability of the stocks.
* Prepare orders of stocks specified by the customer needs.
* In charge of the good condition of the forklift and report to the Manager for any damage, loss of the equipment.
* Manage a team of stock controllers, warehouse operators and forklift drivers.

**GENERAL MOTORS CORPORATION**

Position : **FORKLIFT OPERATOR**

Duration: May 2010 to November 2012

Address : JAFZA, Dubai, UAE

Duties and Responsibilities:

* Responsible for the safety transfer using a forklift of all motor parts to the assigned bin location in warehouse.
* To load and unload Lorries.
* To be aware of and to follow all safety guidelines.
* Responsible for packing, picking and binning parts and scanning orders using RF scanner for inbound and outbound.
* Responsible for separating parts and putting parts in assigned bin location.
* To prepare orders of equipment for campsites, this includes picking of stock.

**CORNING DISPLAY TECH.,(LCD MANUFACTORING COMPANY)**

Position: **PRODUCTION OPERATOR**

Duration: August 2006 – September 2008

Address: Taichung, Taiwan R.O.C.

Duties and Responsibilities:

* Responsible for the safety transfer using a forklift of all raw materials and finished products from the warehouse to the dispatch point of the company and vice versa.
* Ensure safety is always observed in the operation of the warehouse.
* Ensure for the neatness and cleanliness of the working area.
* Supervise the subordinates thru example on which stocks need for transfer and where to arrange.
* In charge of the good condition of the forklift and report to the supervisor for any damage, loss of the equipment.
* Load materials and products into package processing equipment.
* Provide management with regular reports regarding shipment and transport.
* Operate computers programmed to perform transactions as well as billing tasks, analysis, and reporting.

**INFOMEDIA INC.,( DISC MANUFACTORING COMPANY)**

Position: **PRODUCTION OPERATOR**

Duration: June 2003 – July 2006

Address: Taoyuan, Taiwan, R.O.C.

Duties and Responsibilities:

* Responsible for obtaining Quality Assurance Approval via the set-up approval first-article inspection form prior to beginning any production runs.
* Operate any machine or perform any operation requested to produce quality parts at or above quoted standard production rates.
* Responsible for First Line inspection/insuring that all parts produced are made to print specs or expected standards as defined by the Q.A.
* Responsible for safety and cleanliness of the work area assigned.
* Observes machine operation to detect work piece defects or machine malfunction.
* Complies with work rules including those pertaining to safety, health, Quality System, and the Excellent Quality Management System.
* Record all the finish product and order information on specified forms and records.

**GOLD CIRCUIT ELECTRONICS LTD.,(PCB MANUFACTORING COMPANY)**

Position: **QUALITY ASSURANCE**

Duration: April 2000 – April 2003

Address: Chungli-li, Taiwan, R.O.C.

Duties and Responsibilities:

* Designing and executing manual test plans and test scripts for complete modules and or workflows.
* Responsible for manual checking the completeness and condition of the PCB as to alignment.
* Conduct product testing and ensure good performance.
* Inspects or separate the defect finish product to determine compliance with order specifications, company’s quality control system with legal requirements, and shipping and packing facilities for conformity to specified standards.
* Inspects the volume of paint based on the standard specification of the company in different PCB before printed.

**EDUCATIONAL BACKGROUND:**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE – MARCH 1999**

SAINT JOSEPH COLLEGE, Maasin City Philippines

**TRAINING CERTIFICATE:**

**CERTIFICATE IN HEALTH AND SAFETY IGC NEBOSH,** Dubai UAE

**CERTIFICATE IN MIRSAL 2,**Dubai UAE

**CERTIFICATE IN CTLP, Dubai Trade Jebel Ali,** Dubai U.A.E.

I hereby certify that the above information is true to the best of my knowledge and belief.