**TEODERICO**

Ajman

UNITED ARAB EMIRATES

Email Address: teoderico.370589@2freemail.com

Visa type: Visit Visa

**QUALIFICATION SUMMARY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

An accomplished and results-oriented individual with a strong aptitude for organization and office administration.Committed to the highest levels of professional excellence by virtue of hands-on administrative, sales and operational experience.

**PERSONAL DETAILS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth : 07 January 1986

Sex : Male

Civil Status : Single

Nationality : Filipino

**EDUCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

October 2011 to certificate in autocad and pc networking

December 2012 Filipino Digerati Association

 Ajman, UAE

 Accredited by Philippine Embassy, Abu Dhabi. Philippine General Consulate, Dubai, OWWA and Philippine Overseas Labor Office

2002- 2004 Bachelor of Science in Hotel and Restaurant Management[undergraduate]

 Cavite State University – Naic Campus

 BucanaNaic Cavite Philippines 4110

1998-2002 Cavite State University – Naic Campus (Secondary)

 Bucana Naic Cavite Philippines 4110

**TRAININGS / SEMINARS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Certification of Completion Auto CAD- Basic (12th Term)
* Certification of Completion PC Networking (13th Term)
* Certification of Completion Auto CAD-Advance (13th Term)

**Employment history\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***NC Draftsman***

**moonkids llc**

Abu Dhabi, UAE

January 2017 - May 2017

**Duties and Responsibilities:**

* preparing detailed design drawings based on the client preferences.
* making program in artcam CNC cutting.
* monitoring production to ensure that all designs were cut properly.
* ensuring that all drawings and designs were cut on time and delivered properly on the clients.
* Responsible for making 2D and 3D drawings as supposed to the clients need.
* Responsible for getting the exact measurement and the estimation of the materials needed in order to create the finish product.

***sales assistant***

**Al marai uae**

DUBAI UAE

November 2014 –November 1, 2016

**Duties and Responsibilities:**

* preparing products for morning delivery
* checking the quantity of products to be delivered.
* coordinating with the salesman if there’s a shortage in product .
* making an accurate order to be delivered.
* making invoice to present to costumer for product quantity checking.
* reconciliation of product to be carried over.
* Always make sure to deliver good quality and customer service to the cutomer

***autocad draftsman, operator***

**ARABIAN TENTS TR**.

SHARJAH UAE

august 2012 – August 2014

**Duties and Responsibilities:**

* Devised 2-D and 3-D forging and tooling models.
* Created forging and too long drawings for use on shop floors.
* Coordinated and collaborated with die shop personnel to create tooling.
* Obtained revision control of drawings and files.
* Created equipment drawings by working with forging shop personnel.
* Creating 3-D model for presentation

***Document Controller/Storekeeper***

**ORPHRO car charisma.**

SharjahFreezone UAE

November 2009-June 2012

**Duties and Responsibilities:**

* Ensure accurate materials receiving from suppliers as per delivery note, purchase order.
* Verifies materials receiving in good condition.
* Ensure timely unloading of materials from trucks.
* Ensure received materials are properly identified and stored in materials stores.
* Ensure accurate and timely transfer of materials to production area as per Request for Materials (DN).
* Ensure non-conforming materials are not issued
* Ensure materials stores temperature is maintained according to standard.
* Receipt products physically verification with invoice.
* Responsible for inventory control.
* Responsible for daily receiving window updates.
* Delivery as same purchase order date following.
* Product loading and unloading
* Follow up and assist orders if delayed. Communication with Branch, Regional and H.O. Manager
* Submit weekly and monthly expenses report to Branch Manager, Regional office and H.O.
* Enter all data related store in daily basis.
* Can work with or without under supervision.
* Receives and Issues Transaction Using SAP application

***OFFICE CLERK***

**ORPHRO car charisma.**

SharjahFreezone UAE

November 2009-August 2010

**Duties and Responsibilities:**

• Restructured manual processes to fully computerized office
• Developed a new client survey to improve customer service
• Delivered exceptional customer service  to clients
• Answered incoming telephone calls and inquiries and directing it to the concern

 personnel
• Packed manufactured goods for customer pick-ups
• Coordinated area deliveries
• Created reports and invoices
• Performed ad-hock data entry tasks

SKILLS:

* PC networking
* Autocad 2D and 3D
* Photoshop
* Artcam program
* CNC cutting
* Basic Excel