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| **JOSEPH** | | |
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**P R O F E S S I O N A L P R O F I L E**

**HIGHLIGHTS OF QUALIFICATIONS:**

* Strong aptitude to work under pressure and meet tight deadlines with excellent time management
* Self-motivated initiator and dedicated team player who is willing to do whatever is necessary to get the job done.
* Quick learner who enjoys challenging assignments and consistently exploring new ideas at improving the quality of services to gain organizational goals.
* Proven “multi-tasker” driven by high ethical standards and accustomed to maintaining the integrity of all financial data
* Strategic Planning –contributed to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.

Strong Communication Skills – combines approachable leadership style and in – depth knowledge of methodologies instilling confidence in others to get the job done on schedule and safety.

**P R O F E S S I O N A L E X P E R I E N C E**

**DYNCORP INTERNATIONAL LLC KANDAHAR AIR FIELD, AFGHANISTAN May 30, 2016 - Present**

**MWR Repair Specialist Senior**

* Supervises day-to-day operation of MWR maintenance facilities and manages all inventory
* Plans and assist work of Repair Specialist in MWR maintenance facilities
* Supervises and mentors the Repair Specialist’s into a professional maintenance team
* Provides major technical support to the Repair Specialist and facility personnel
* Supervises the maintenance of monthly pm service
* Supervises major repair of gym equipment, and matches personnel qualifications to the required task
* Safety-conscious as there will be exposure to moving mechanical parts, fumes/airborne particles and risk of electrical shock while repairing equipment
* Follow a regular preventive maintenance inspection program and document the findings
* Inspect, lubricate and clean equipment as well as repairing or reporting needed repairs
* Exposed to various activities and sometime it’s necessary to lift weights up to 80 lbs or greater
* Must possess ability to multi-task, and handle emergencies or other responsibilities as assigned by Supervisor
* Other duties as required

**DYNCORP INTERNATIONAL LLC KANDAHAR AIR FIELD, AFGHANISTAN October. 27, 2015 - May 30, 2016**

**Help Desk Specialist**

* Responsible for processing Service and Work Order Request (SOR and WOR).
* Construction of daily reports for Site Management.
* Capable of learning a data entry system (MRO) and using all applications within the system.
* Ability to communicate effectively with US Military.
* Create and manage databases; excel spreadsheets, word documents, powerpoints.
* Perform simple, routine and repetitive administrative functions and complete routine reports and correspondence.
* Other duties as assigned.

**DYNCORP INTERNATIONAL LLC KANDAHAR AIR FIELD, AFGHANISTAN April 15, 2010 - Oct. 27, 2015**

**MWR Repair Specialist**

* Provides assistance to the MWR supervisor with day-to-day operation and maintenance of MWR facilities, equipment’s, electronics and materials.
* Inspect equipment regularly for damage problem.
* Performs monthly PM Service of the MWR Equipment
* Repair down equipment , if no spare parts onsite, immediately reported to the MWR Maintenance Team in KAF for assistance
* Provide maintenance and basic technical support of all MWR facility equipment’s
* Performs weekly maintenance on all MWR equipment
* Monitor and organizes the use of MWR facility computer’s, phones, gym, game room and other office equipment
* Arrange maintenance and provides basic technical support for MWR facility computer hardware and software
* Assembled new equipment and installation if relocated is needed
* Maintain monthly health bulletin boards and educational materials
* Provide management assistance
* Performs other such duties as may directed by the MWR management
* Clean and lubricate equipment according to machine specifications.
* In charge of ordering parts during the absence of Sr. Repair Specialist
* In charge for documentations, parts tracker and SOR tracker

**EMBROCAL BUILDERS INC Avida Tower's Makati West Projects Philippines Oct. 01, 2007 - October 2009**

**Warehouseman**

* As a team leader, receive all incoming delivery and sign all documents and put remarks if there's any damaged or questionable state of items delivered.
* Maintain files of all pertaining documents in the daily course of operation.
* Monitoring of materials.
* Follow-up requested materials to the purchasing department.
* Monitoring of incoming and outgoing delivery.
* Be able to prepare reports on soft and hard copy with the use of computer.
* Do the duties assigned by superior.

**GMC CONSTRUCTION AND DEVELOPMENT CORPORATION Philippines June 04, 2007 - Aug. 14, 2007**

**Equipment Control Aide**

* Updating of equipment report.
* Monitoring of equipment.
* Preparing of equipment monthly report.
* Monitoring of diesel consumption.
* Preparing of diesel monthly report.
* Implement and train the employee Evacuation and Emergency procedures and measures.
* Able to work under pressure.
* Open minded, committed to continual improvement.
* Be able to do scheduling of curtains activities.
* Coordinates regularly to supervisor for materials requisition.
* Prepare requisition form.

**YENTRIX SYSTEMS Philippines Dec. 2006 - June 2007**

**Maintenance Helper**

* Maintenance assist (all around) like repairing /cleaning of aircon, installation of electrical, repainting, plumbing and also monitoring boiler and air compressor.
* Received oral instructions from client or dispatcher.
* Performed preventive maintenance work orders in accordance with schedule.
* Repaired and painted interior and exterior finishes of buildings.
* Keep facilities clean and tidy.

**V.A. ANDRADE MANPOWER SERVICES YUTAKA Philippines Dec. 2005 - Nov. 2006**

**Warehouseman**

* Receiving of local and imported materials.
* Ensured that all items received are corresponding to the supporting documents such are part number, quantity, actual parts and etc.
* Ensure that all items are received stored and issued have first in first out label.
* As team leader, support other team member's in the completion of warehousing activities.
* Store and stocks carefully materials and part received into the designated areas or within height limit.
* Storing, stacking or palletizing materials in preparation for storage and/or shipment.
* File all paperwork per documented procedures.
* Preparing of materials inventory report.
* Updating of incoming and outgoing materials to the stock card.
* Monitoring of materials.
* Issuing materials.

**DEAL INDUSTRIAL CONTRACTOR INC. Procter & Gamble Philippines April 2003 - October 2005**

**Support Crew**

* Line support/batch making.
* Immediate feedback regarding line abnormalities.
* Follows safety, rules and regulation of the company.
* Maintains monthly health bulletin boards and promotional materials.
* Jobs tasks, correctly performed, have minimal impact upon the availability of the products.
* Ensure successful implementation of products and services related to HSE.

**AMERICAN POWER CONVERSION PHILS. Philippines April 1998 - Feb. 2002**

**Final Test Machine Operator**

* Checking the units.
* Operate and produce base on requirement set by the planning section.
* Follows verbal and written instruction.
* Immediate feedback regarding line abnormalities.
* Practice strict quality control in the most efficient way.

**FLYING V Philippines Jan. 1994 - Feb. 1995**

**Fuel Operator**

* Run fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to particular levels.
* Load and unload a fuel truck, safely implementing precautions associated with hazards of transporting and issuing petroleum products.
* Gauge tanks daily for estimated fuel amount in accordance with requirements.
* Conducts site inspections to ensure equipment is in required state to meet quality objectives as per the requirements of the facility checklist daily/weekly/monthly checks.
* Observe and follow all safety rules, regulations, and operating procedures, including wearing required Personal Protective Equipment (PPE) and reporting delays or accidents.

**TRAINING’S / CERTIFICATION’S**

* OSHA 30 Hour Construction Industry Occupational Safety & Health Training
* 24 Hour Hazardous Waste Operations & Emergency Response
* Safety And Fire Extinguisher Training
* First Aid Training / CPR
* Fire Warden Training
* Personal Protective Equipment

**EDUCATIONAL ATTAINMENT**

**Vocational**

**Computer Technician**

International Electronics and Technical Institute Inc.

Biñan, Laguna Philippines 1996-1998

**Basic Fine Arts**

New Era University

Quezon City Philippines 1995-1996

*I hereby declare that the above furnished information is true and best of my knowledge and belief.*

**JOSEPH**