**CARMELO**

♦ C/o-: +971501685421 ♦ E: [carmelo.376429@2freemail.com](mailto:carmelo.376429@2freemail.com)

SUMMARY

Manufacturing operations executive with 10 years in management with consistent success in achieving revenue, cost, productivity and delivery goals.

SKILLS

♦Leadership♦ Decision Making ♦ Conflict Management ♦Time Management♦ Problem Solving

♦ Teamwork ♦ Delegation ♦ Analytical

PERSONAL INFORMATION

♦ Date of Birth: March 11, 1977 ♦ Place of Birth: Mandaluyong City, Philippines

♦ Height: 5’4” ♦ Weight: 65 kg.

♦ Civil Status: Married

WORK HISTORY

**Cans Division Manager**, June 1, 2017 – October 31, 2017

**Can Pack Middle East LLC** – Dubai, United Arab Emirates

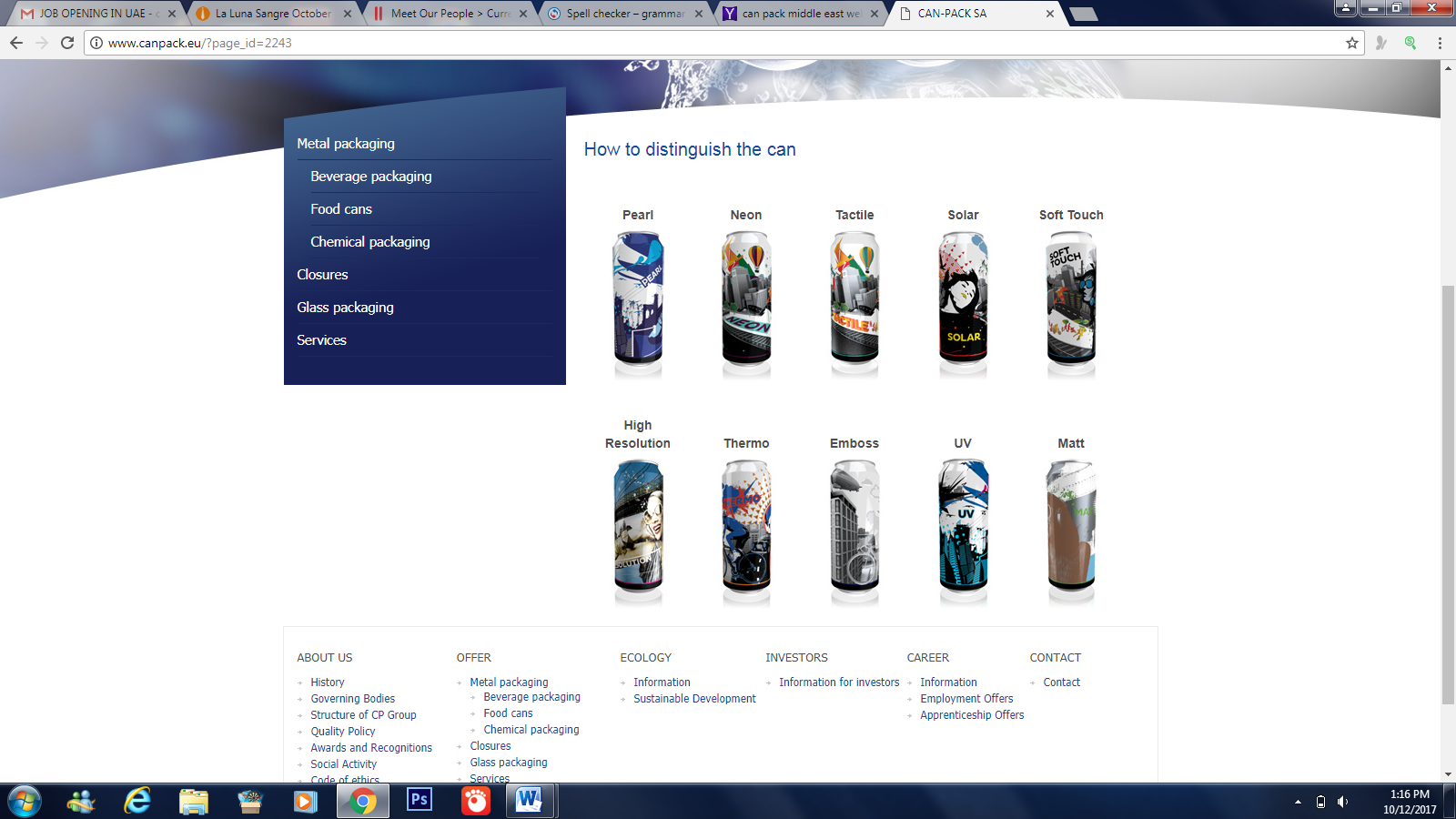
**Company Profile:**

Can Pack Group operates in the metal packaging market for over 25 years. During this period, has become a leading manufacturer in the beverage packaging industry in Central and Eastern Europe, and constantly strengthens its market position in Western Europe, Asia and Africa.

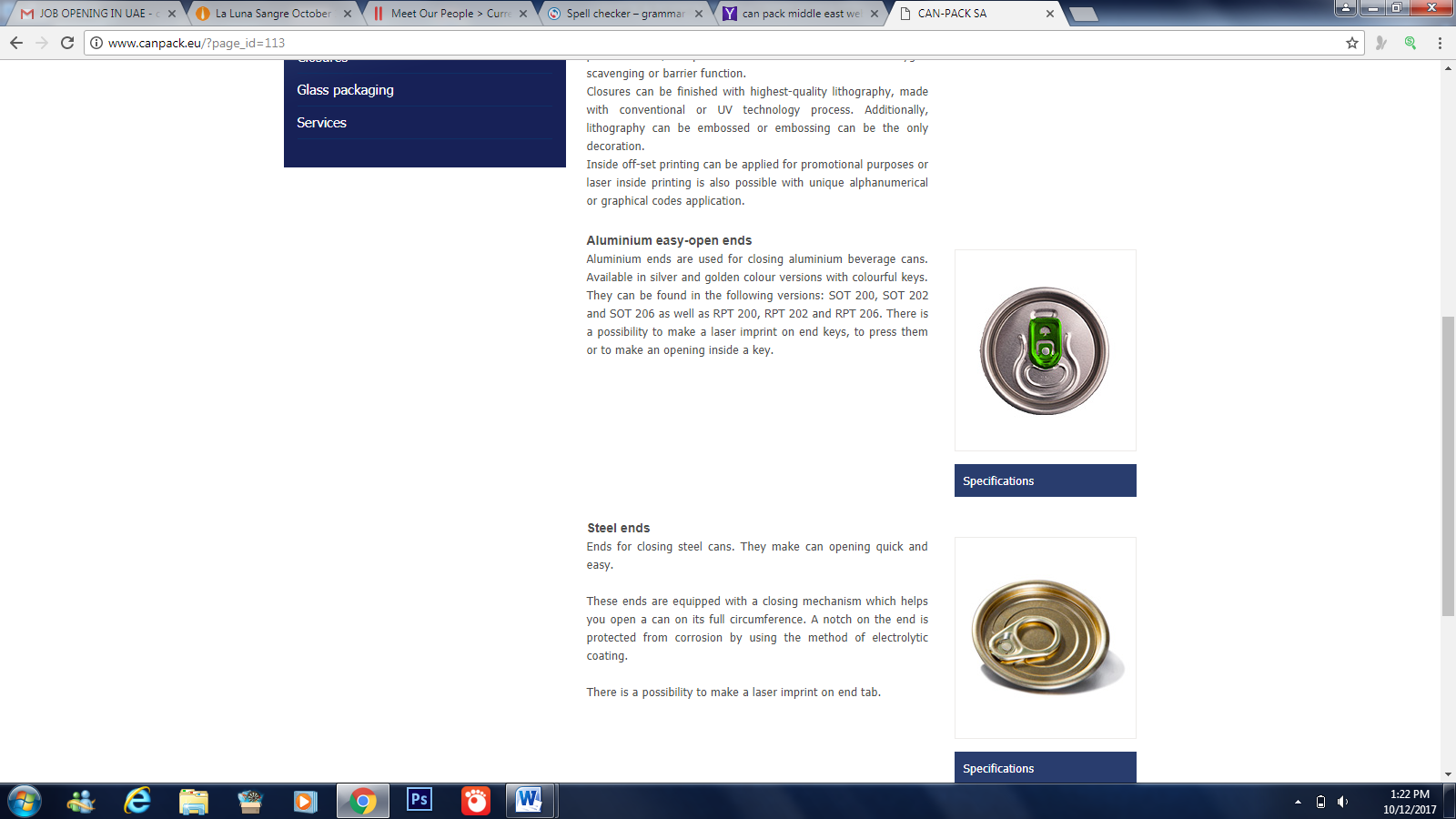
Beverage cans produced by Can Pack Group are made of aluminum. Our products are suitable for packing beer, carbonated beverages, energy drinks, juices and mineral water. The offer constitutes the following beverage can sizes: 150 ml, 180 ml, 250 ml, 300 fit, 330 ml, 330 fit, 355 ml, 440 ml, 500ml,550ml.   
  
Beverage cans are offered together with the easy-open ends. The end diameters available are the following: SOT 200, SOT 202, SOT 206 and RPT 200, RPT 202, RPT 206.

Can Pack Middle East is an ISO certified company covering the Quality Management System (QMS) and Food Safety Management System (FSMS). Can Pack Group is also implementing the principle of World Class Manufacturing (WCM).

**Product:**



ALUMINUM BEVERAGE CAN BODY



ALUMINUM CAN END

***Duties and Responsibilities:***

1. Directs two production lines of Can Body production within the prescribed schedule and established standards at the least cost to produce the required quantity.
2. Monitors production performance in terms of productivity, efficiency, and adherence to quality standards.
3. Ensures that the Standard Operating Procedures, parameters, and quality standards are strictly followed to produce the high quality product.
4. Initiates improvement projects related to process, operations, and work simplifications.
5. Reviews day-to-day operations through coordination meetings, Shift Manager Report, and Operator’s Shift Report.
6. Reviews daily, weekly, and monthly production reports, plans and schedules.
7. To ensure company’s Health and Safety Policy is implemented consistently within the department.
8. To monitor, review and implement training needs of subordinates.
9. Responsible for the Preventive Maintenance schedule and implementation.
10. Managing and supervising the Line Engineers to ensure that spare parts are properly planned and ordered according to safety stocks and ensures availability at all times.
11. Attending Technical Meeting within Can Pack Group.
12. Responsible for the implementation, training, and maintenance of World Class Manufacturing, Safety Procedures and Integrated Management System in the Production Department.
13. Coordinate production activities to related departments.
14. Inform the Plant Manager and General Manager on all matters affecting operations.

**Internal Quality Audit Manager**, January 1, 2007 – October 31, 2017

**Can Pack Middle East LLC** – Dubai, United Arab Emirates

Job Role:

* Leading the Internal Quality Auditors for auditing the company’s Integrated Management System.
* Responsible for developing an Audit Plan, Audit Schedule, selecting and evaluating auditors, documenting non-conformance(s) and reporting non-conformance to management.

**Production Manager – Can Ends**, November 1, 2007 – May 31, 2017

**Can Pack Middle East LLC** – Dubai, United Arab Emirates

***Duties and Responsibilities:***

1. Directs Can Ends production within the prescribed schedule and established standards at the least cost to produce the required quantity.
2. Monitors production performance in terms of productivity, efficiency, and adherence to quality standards.
3. Ensures that the Standard Operating Procedures, parameters, and quality standards are strictly followed to produce the high quality product.
4. Initiates improvement projects related to process, operations, and work simplifications.
5. Reviews day-to-day operations through coordination meetings, Shift Manager Report, and Operator’s Shift Report.
6. Reviews daily, weekly, and monthly production reports, plans and schedules.
7. To ensure company’s Health and Safety Policy is implemented consistently within the department.
8. To monitor, review and implement training needs of subordinates.
9. Responsible for the Preventive Maintenance schedule and implementation.
10. Managing and supervising the Ends Technical Team to ensure that spare parts are properly planned and ordered according to safety stocks and ensures availability at all times.
11. Attending Technical Meeting within Can Pack Group.
12. Responsible for the implementation, training, and maintenance of World Class Manufacturing, Safety Procedures and Integrated Management System in the Production Department.
13. Coordinate production activities to related departments.
14. Inform the Plant Manager and General Manager on all matters affecting operations.

***Achievement:***

Improved the production efficiency from 70% to 90**%.**

Reduced the production spoilage from 5% to 1.10%

Improved the operators technical skills thru the Matrix Skills evaluation every Quarter.

**Production Shift Manager**, January 1, 2007 – October 31, 2007

**Can Pack Middle East LLC** – Dubai, United Arab Emirates

***Duties and Responsibilities:***

1. Supervises the activities of personnel and line operations of 2-Piece Aluminum Can and Can Ends.
2. Prepares job request and personnel working schedule.
3. Prepares reports for major equipment breakdown that occur during operation.
4. Accomplishes and submits line documents/reports with regards to daily production/operation.
5. Generate documents/ reports using SAP System.
6. Attends weekly coordination meeting with other departments.
7. Responsible for the implementation, training, and maintenance of Good Manufacturing Practice and Safety Procedures in the Production Department.
8. Informs the Production Manager on all matters affecting production.

**Production Shift Manager - Trainee**, August 2006 – December 2006

**Can Pack S.A.** – Brzesko, Poland

Job Role:

* Supervises the activities of personnel and line operations of 2-Piece Aluminum Can and Can Ends. Ensuring that the departmental objectives are met by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies and procedures.

**Production Planning and Inventory Control Head**, September 2005 – July 2006

**Universal Robina Corporation** – Pasig City, Philippines

***Duties and Responsibilities:***

1. Prepares production plans/ schedules of Snacks, Coffee, Chocolate, Bakery Products.
2. Supervise material planners to ensure materials availability to execute Monthly Plan.
3. Works in close coordination with distribution planning counterparts to ensure smoothoperation of the supply chain team to serve sales demand with high order fill rate.
4. Should show proactivity in helping solve production issues by coordinating with othergroups (Brand, R&D, Eng’g., Mfg., QC, Distribution, Procurement) who may be ofassistance in resolving the problem.
5. Regularly updates supply chain team members in his categories of status of productionand production planning issues during the regular weekly meetings and also the need arise.

**Production Planning Supervisor**, August 2003 – August 2005

**Universal Robina Corporation** – Pasig City, Philippines

***Duties and Responsibilities:***

1. Manages production planning function in assigned category by providing POP’s generaldirection in production planning and daily scheduling.
2. Reviews/ corrects POP schedules of assigned categories to ensure that pulloutrequirements are served in a timely and cost effective manner.
3. Works in close coordination with distribution and materials planning counterparts in hiscategories to ensure smooth operation of the supply chain team to serve sales demandwith high order fill rate (OFR).
4. Always keep abreast of latest development in the day-to-day operation of his assignedcategories. Should have knowledge and latest information on daily production schedules,MTD production, and balance target for the week, compliance to weekly pullout plan andproduction issues.
5. Should show proactively in helping solve production issues by coordinating with othergroups (Brand, Research and Development, Engineering, Manufacturing, Quality Control, Distribution, Materials) who may be ofassistance in resolving the problem.
6. Regularly updates supply chain team members in his categories of status of productionand production planning issues during the regular weekly meetings and also the need arise.
7. Critically analyses and recommends product sourcing that will result to overall savings insupply chain costs of his assigned categories.

**Production Supervisor**, May 2001 – July 2003

**Universal Robina Corporation** – Pasig City, Philippines

***Duties and Responsibilities:***

1. Supervises and directs work activities of the personnel in Snacks Plant.
2. Obtains verbal or written instructions from superiors or outgoing shift supervisor on thestatus of operations, unfinished production schedule and reports.
3. Ensures efficient utilization of raw and packaging materials, man-hour utilization againstestablished standards.
4. Ensures safety, discipline, sanitation and hygiene of the area, and sees to it that qualitystandards and specifications are being followed by subordinates.
5. Plans and coordinates with Engineering Department with regards to the preventivemaintenance and repairs of all equipments to ensure that they are in good workingconditions at all times.
6. Checks the quality of finished products which includes product weight, carton marking,labels and packing appearances that conforms to specified standards.
7. Approves transfer and withdrawal slips of raw materials, packaging materials andscrappage from department concerned.
8. Assigns or re-assigns employees to jobs or positions best suited to their qualifications andexperience.
9. Checks, evaluates and monitors the performance of the staff; recommends andimplement disciplinary actions as necessary in accordance with company policies andguidelines.
10. Performs such other related functions and duties which may be assigned from time to time,as the exigencies of the service may require.

**Production Planner and Inventory Controller**, March 1999 – April 2001

**Universal Robina Corporation** – Pasig City, Philippines

***Duties and Responsibilities:***

1. Coordinates with Central Planning, Plant Administrative and Services Department,Export Trading Division, Brand, Quality Assurance, Production Supervisors, andWarehouse man.
2. Supervises and directs all work activities of the material controller and materialhandlers in the production area.
3. Ensures efficient utilization of raw and packaging materials, man-hour utilizationagainst established standards.
4. Plans and coordinates with the production supervisors regarding production schedules.
5. Prepare Weekly/ Daily Production Batch Order for all work station based on the plan being provided by Manufacturing Planning.
6. Conduct monthly physical inventory of raw and packaging materials and reportmaterial variances.
7. Prepare the following documents: Replenishment Slip or Requisition Slip (using BAAN System); Confirmation of Material Issuance from Plant Administrative to production; Daily Production Batch (using BAAN System); Daily Production Report; Daily Efficiency Report; Weekly Production Compliance; Weekly Production Schedule; Monthly Plant Performance Report.

**Production Engineer**, May 1998 – November 1998

**Plastmack Inc.** – Valenzuela City, Philippines

Job Role:

* Supervises and directs work activities of the personnel in the production area covered byinjection and blow molding machine. Maintain standard operating procedures of the machines. Plans and coordinates Engineering Department with regards to the preventive maintenanceand repairs of all machines. Check the quality of in-process materials and finished goods. Lay down and/ or executes management policies and guidelines and ensures theimplementation of safety, GMP, Sanitation, and standards.

EDUCATION

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| --- | --- | --- | --- |
| Licensure Examination | | | : Registered Mechanical Engineer - October 1998 |
| College |  |  | : Bachelor of Science in Mechanical Engineering |
|  |  |  | New Era University - 1998 |
|  |  |  | Diliman, Quezon City |
| High School | |  | : Jose Rizal College – 1993 |
|  |  |  | Mandaluyong City |
| Elementary | |  | : Jose Rizal College – 1989 |
|  |  |  | Mandaluyong City |

TRAININGS

* ISO 9001 Awareness and Documentation
* ISO 22000:2005 Awareness, Documentation and Implementation
* ISO Lead Auditor Training
* ISO Internal Auditor Training
* Introduction to FSSC 22000:2005
* BRC Awareness Seminar
* ISO Integrated Management System Internal Auditors Training
* Business Process Re-engineering (BAAN System)
* SAP Supply Chain Management – Advance Planning Overview
* SAP Supply Chain Management – Basic Data Integration
* SAP Supply Chain Management – Supply Network Planning
* SAP Supply Chain Management – Production Planning (APO-PP/DS)
* Safety and Fire Prevention Seminar
* Safety Documentation Seminar for Lead Auditor
* Lock Out Tag Out (LOTO)
* Food Hygiene Seminar
* Performance Appraisal Workshop
* Seven Habits of Highly Effective People
* Team Building Seminar
* Solving People’s Puzzle
* Environmental Safety Seminar (Oil and Chemical Spill Response Act)
* Training course in Lubricants and Lubrication (Gulf)
* World Class Manufacturing Seminar
* Situational Leadership Training
* Stress Management
* Recruitment and Interviewing Skills
* Developing Management Skills
* Cost of Quality
* Etiquette for Excellent Customer Service
* Seven (7) QC Tools
* Emotional Intelligence and Personal Development Workshop
* Strategic Thinking and Planning Workshop
* Problem Solving and Decision Making Workshop
* Management Essentials
* Project Idea Presentation
* Presenting Your Case Workshop