**Ronito**



***Warehouse – Storekeeper***

*3 years experience (Storekeeper) B.S. in Marine Transportation*

***Professional Experience***

***Warehouse Storekeeper – 2016 to present***

*NIMR Automotive LLC*

*Abu Dhabi, UAE*

***CCTV Operator – 2011-2016 Support Officer – 2010-2011 CCTV Operator – 2007-2010*** *Securiguard Middle East Abu Dhabi, UAE*

***Warehouse Helper/ Storekeeper – 2005 to 2006*** *Philippine Long Distance Telephone (PLDT) Philippines*

***Security Personnel – 1998 to 2004***

*Eaglestar Security Services Philippines*

**Special Skills:**

* Knowledgeable in Safety and Healthy Procedures
* Basic knowledge in computer – MS Word, Excel, PowerPoint & Windows
* Interpersonal, Organization and Customer Service Skills
* Ability to maintain confidentiality, punctual and team oriented.
* Able to handle multiple tasks simultaneously, energetic and dynamic approach to work
* Committed, cooperative, honest, reliable work skill and strong work ethics.
* Responsible and hardworking person who can work under pressure and with minimal supervision
* Proficiency in inventory software, databases and systems
* Familiarity with modern warehousing practices and methods
* Good organizational and time management skills
* Ability to lift heavy objects

**Work Experience:**

**Company: NIMR Automotive LLC, Abu Dhabi, UAE From June 2016 to present Position: Warehouse Storekeeper**

* Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
* Receive and process warehouse stock products (bin, pick, unload, label, store)
* Perform inventory controls and keep quality standards high for audits
* Keep a clean and safe working environment and optimize space utilization
* Complete diary logs into inventory
* Check input stocks in GP System
* Report any discrepancies
* Communicate and cooperate with supervisors and coworkers
* Operate and maintain preventively warehouse vehicles and equipment
* Follow quality service standards and comply with procedures, rules and regulations

**Company: Securiguard Middle East, Abu Dhabi, UAE From June 2011 to May 2016 Position: CCTV Operator**

* Responsible in monitoring of 375 CCTV cameras which are strategically installed inside and outside premises
* Front desk officer monitoring incoming visitors for log-in, log-out procedures.

**Ronito**

***Personal Information:***

*Birthday : 5 Nov 1973*

*Civil Status: Married*

*Nationality: Filipino Religion: Mobile No. +971 501685421*

*Email id:* *ronito.378069@2freemail.com*

* Implement building rules and regulation.
* Well oriented in Fire, earthquake situation.
* Answer alarms and investigate disturbances.
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons, and employees to preserve order and protect property.

**From April 2010 – Feb 2011**

**Position: Support Officer (ADNEC)**

* Responsible for incoming call such us emergencies evacuation, natural and man- made hazards and color code procedures as by Health & Safety Dept.
* Communicate with all departments as a center control point “ALPHA” through the radio / telephone / e-mail.
* Assist in building emergency planning and evacuation.
* Manage all the maintenance such as water, electricity, a/c and housekeeping.
* Handle and communicate problem situation.
* Answers telephone calls and queries.
* Reporting updated daily report from project manager.
* Maintain standard procedures and good relation from clients.
* Monitoring more than 400 CCTV cameras which are strategically installed inside and outside premises. Use of Milestone Xprotect Smart Client.
* Monitoring visitors, contractors and internal staff.
* Knowledge in X-ray machine.
* Regular checking incoming and outgoing items and needs obtain gate pass for any kind of materials which move outside with authorized signature from the concern heads dept.
* Monitoring events build-up and breakdown onto the Halls specially exhibition period.

**From July 2007 to April 2010**

**Position: CCTV Operator**

* Monitoring 200 CCTV cameras which are strategically installed inside and outside premises. Use of Genetic Omnicast Software System.
* Checking underchasis of all incoming vehicles. Use of CUVSS1 Software System.

|  |  |  |  |
| --- | --- | --- | --- |
|  | • | Monitoring employee’s attendance incoming and outgoing or inside the |  |
| **Ronito.** |  | building premises using the access ID card system through car barrier |  |
|  | and speed gate. Use of Summit eNT System. |  |
|  | • | Knowledge in X-ray machine. |  |

**Company: Philippine Long Distance Telephone (PLDT), Philippines**

**From 2005 to 2006**

**Position: Warehouse Helper**

• Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.

• Completes deliveries by driving truck or van to and from vendors.

• Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.

• Maintains inventory controls by collecting stock location orders and printing requests.

• Maintains quality service by following organization standards.

• Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

• Completes reports by entering required information.

• Maintains technical knowledge by attending educational workshops; reviewing publications.

• Contributes to team effort by accomplishing related results as needed.

**Montenegro Shipping Company, Philippines**

**From May to August 2004**

**On-Board Trainee**

**Company: Eaglestar Security Services, Philippines**

**From 1998 to 2004**

**Position: Security Personnel**

• Front liner in-charge of the information desk.

• Enforcing University policies and regulation.

• Implement ISO procedures to all customers/clients.

• Host Daily briefing formation for regular activities information.

• Handle and communicate problem situation.

• Files monthly reports.

• Prepare operation plan in bomb treat, crowd control, fire and earthquake drills

• Handle radio communication operation.

**Trainings and Seminars:**

**Ronito**

**Training for Rigger**

Date: 29 October 2017

By: Claymore Security & Safety Consultants

**Training for Scissor Lift Operator**

Date: 14 February 2017

By: Mirdif Security & Safety Consultants

**Training for Rigger**

Date: 6 February 2017

By: Claymore Security & Safety Consultants

**Training for Reach Truck Operator**

Date: 24 August 2016

By: Claymore Security & Safety Consultants

**Certificate of Participation during IDEX 2011**

Date: 20 – 24 January 2011

By: ADNEC

**Certificate of Recognition**

Fire Command Center at Sun & Sky Towers

Since June 2010 to 2014