## CARLOS

### Work Experience



**Quality Control Tech Laborer December 22, 2012 - April 06, 2019**

**(Americana Meat Company) - Jeddah, KSA**

* Responsible for the implementation of GMP (Good Manufacturing Practice) in the plant
* As quality control technician, test and inspect products to ensure quality of manufactured goods at all times
* Directs the activities of Supervisor, inspectors, and testers on the production floor, in addition to setting- up test equipment to monitor the condition of every machine
* Perform visual inspections on incoming raw materials and review final products to ensure the quality are met
* Uses test equipment to check the machine, raw materials, and factory temperature to ensure the safety of the products and to avoid contamination, and records data from test procedures and data system program
* Conduct at any time of product sampling to determine its standard appearance, taste, and shape according to the standard specification
* Check and analyze water condition use by the company to ensure its condition and to maintain its safety

***Logistic Assistant Planner January 21, 2010 - March 12, 2012***

**Purefoods Hormel/Bizsolv Asia** *(General Trias, Cavite, Phillipines)*

* Submits, inventories, and checks orders systematically generated by SAP Application
* Processes new orders, P.O., and generates S.O. for PHC Hormel using SAP Application
* Creates reports to be submitted to head planners, and emails reports using Lotus Notes
* Routes and creates draft Delivery Receipts, top sheet and summary for preparation for dispatch
* Creates Invoice for Truck to be able to deliver the orders to the clients
* Processes order for next day delivery, generate auto P.O. and auto S.O. for PHC Hormel, including checking/auditing
* Submits Forecast Report through Lotus mail to the Logistic Department to be able to prepare routes for next delivery

***IPC Assistant July 1, 2005 – October 12, 2007***

**GB Distributors, Inc.** (*Cupang, Muntinlupa City)*

* Conducts inventory analysis report and valuation report
* Validates stocks availability and disposition
* Sends reports to several principals, and concurrently checks the status of current stocks
* Receives sales order from customer service assistant and assures that good stocks are to be served
* Conducts a complete inventory stock before the cut-off period, and consequently make a Purchase Order of short stocks

***Warehouse Team Leader Nov. 12, 2001– July 01, 2005***

**GB Distributors, Inc.** (*Cupang, Muntinlupa City)*

As ***Junior Distributor***

* Receives the invoices, sort it out, and delivers the packed merchandise on time to valued clients

As ***Warehouseman***

* Receives the invoices coming from the team leaders, picks the merchandise, and packs the items accordingly after checking
* Conducts inventories every end of the month and submits the detailed report to our team leader

As ***Team Leader***

* Receives, validates, and sorts out invoices coming from the clients
* Encodes the details of the invoices and saves them for references
* Validates the items/merchandise packed and ready for WIS (Warehouse Issuance Slip)
* Supervises and informs the picker of their own responsibilities like punctuality and making sure of the safety of the merchandise, etc
* Conducts the monthly inventories and creates detailed reports to be submitted to the immediate supervisor.
* Responsible for the cleanliness and orderliness of the warehouse

#### **Food Handler November 26, 2000 – April 25, 2001**

**Andok’s Litson Corporation** (*Quezon City)*

* Personally interact with the customer by taking their orders and making sure that they be served accordingly
* Cooks chicken, liempo, boneless bangus, and others being sold by the branch
* Inventories the available stocks, materials, and money on cash register of the assigned branch

### Skills



* + Well versed in different computer applications such as MS Office Word and Excel (2007/2010)
	+ Technically proficient in different operating systems such as Windows XP and Windows Vista/7 (32/64bit)
	+ Familiarity with ERP application solutions such as SAP
	+ Knowledgeable with different email applications such as Outlook and Lotus Notes
	+ Very competitive skills in latest versions of AutoCAD applications (Version 2011/2012), including providing 3D layouts and color rendering

### Educational Attainment



College Eulogio Amang Rodriguez Institute of Science and Technology (EARIST)

Sta.Mesa, Manila

***Bachelor of Science in Hotel and Restaurant Management***

*Undergraduate*

 Secondary Mariano Marcos Memorial High School

 Sta. Ana, Manila

 Vocations MicroCADD Technologies Inc.

Bacoor, Cavite

***AutoCAD 2012 (w/Color Rendering)***

### Trainings / Seminars



Topic : *Turning Customers On*

Conducted By : Trends, Concepts, and Solutions Inc
Place : GB Distributors, Inc. ACI Building, Makati City

## *Personal Data*



Nationality : Filipino

Religion : Christian

Civil Status : Married

Birthplace : Manila, Philippines

Height/Weight : 162cm / 61kg

Language : English, Filipino

Email : carlos-396264@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

*I hereby certify that the information above are true and accurate to the best of my knowledge and may be verified if found necessary.*

 CARLOS