**First Name of Application CV No 1646346**

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# CAREER OBJECTIVE

To be a part of a dynamic firm where my organizational, analytical and interpersonal skills can be applied and developed, promoting continuous personal and professional growth.

# Work Experience

**Storekeeper November 2013 to December 17, 2015**

**Megarme Rope Access**

**Doha Qatar**

* **Receive and check all incoming equipment such as harness, asap, descender, hand jammer, rope, pulley, grigri, wire sling, carabiners and all equipment used in rope access.**
* **Prepared packing list of materials sending in offshore project.**
* **Inspect all equipment if have damage or possible to used, if have damage put on the quarantine**

**area and make sure that materials are in safe custody.**

* **Monitor all certificates of equipment if that is valid or need to recertificate.**
* **Prepared equipment and material used in mobilization.**
* **Encode all incoming and out going materials and check if the records are tally.**
* **Send weekly report and monthly report through email.**
* **Prepared requisition need in warehouse such as consumables, and rope access equipment.**
* **Make sure that electrical equipment is turned off at the end of the work day.**

**Warehouse Controller / Checker May 2011 to September 2013**

**Greystone Trucking**

**Calamba Laguna Philippines**

* **Receive and check all incoming deliveries and reconcile with purchase order.**
* **Check all outgoing deliveries inside the truck and reconcile with trip ticket.**
* **Shelve and organized inventory using lifter and keep the warehouse clean orderly.**
* **Compile list to make sure that the inventory is at the proper level.**
* **Review incoming order forms for proper coding, quantities requested, and authorized approvals; located stock and deliver requested items.**
* **Make sure that electrical equipment is turned off at the end of the work day.**

**Salesman Nov 2008 to Feb 2011**

**Philippine Spring Water Resources Inc.**

**San Pedro Laguna Philippines**

* **Ensure that each customer receives outstanding services by providing a friendly environment, which includes greeting and acknowledging every costumer maintaining solid product knowledge and all other aspect of customer service.**
* **Maintain an awareness of all promotions and advertisement.**
* **Assist in completing price change within the department.**
* **Assist in processing and replenishing merchandise and maintaining floor stock.**
* **Participate in year- end inventory and cycle counts.**
* **Communicate costumer request to management**

**Toll Teller Dec 2005 to May 2006**

#### PNCC Skyway Corporation

**Bicutan, Paranaque City Philippines**

* **Assesses tolls, collects payment and makes change at PNCC Toll Plaza; provides coded entry cards at side entry toll gates.**
* **Accounts for collections received by checking beginning and ending balance; reconciles receipts with beginning and ending balance and deposits collections and receipts in safe after shift;.**
* **Handles emergency situations occurring in the operation of a toll booth, keeps toll booth clean.**
* **Operates telephone communication station in toll booth to summon law enforcements officers or supervisory assistance.**

***(Perfect attendance – No late, no absent)***

**Forecourt Attendant (*Working Student*) Apr 2002 to Oct 2002**

**Shell Phils (Citadel Inc.)**

**Tramo Pasay City Philippines**

**Assist motorists in getting petrol, gas or oil for their vehicle and sell motoring accessories and food items.**

* **Pump petrol or gas into customer’s car, check car’s battery, oil and water level and carry out minor workshop tasks such as fixing tires.**
* **Sell motor accessories and food items, and take payment for goods.**
* **Display, arrange and tag prices for merchandise.**
* **Keep the shop and forecourt tidy.**
* **Maintain records of daily sales & order new stocks.**
* **Check the petrol tank levels by doing a tank dip and reading the pumps.**

**Stock Clerk Jan 1999 to Jun 1999**

**Baby Company**

**SM Manila Philippines**

* **Maintain supply inventory, verify inventory levels by checking shelves, notifies supervisor as to replacement needs or place orders as appropriate.**
* **Receive and store stocks in warehouse or Forward Stock Room. Inspect and verify stocks received against invoice and packing slip;**
* **Review incoming order forms for proper coding, quantities requested, and authorized approvals; Locate stock and deliver requested items.**
* **Contact approved vendors to reorder routine supplies; process paperwork related to supply requests, including small purchase orders, purchase requisitions, and check requisition.**
* **Perform clerical duties related to maintaining stock inventories and stockroom.**

***(Perfect attendance – No late, no absent)***

# Trainings

**Ultrasonic Testing Level 11 (ASNT-TC-1A) February 3 to February 7, 2015**

Apex Engineering Services

Las Pinas City, Philippines

**Ultrasonic Testing Level 1 (ASNT-TC-1A) January 27 to January 31 2015**

Apex Engineering Services

Las Pinas City, Philippines

**PPE Inspection ( PETZL** ) **November 30, 2014 to December 4, 2014**

Traks Pro DIP Dubai

#### English Proficiency October 2006 to January 2007

Cambridge International

Calamba City, Laguna

**Observation & Practice Teaching (On - Campus) July 2004 to Oct 2004**

National Teachers College

Quiapo, Manila

**Student Teaching (Off - Campus) Nov 2004 to Feb 2005**

San Francisco High school

North Avenue, Quezon City Philippines

# Educational Attainment

### College

###### Bachelor of Science in Secondary Education

###### Major in Mathematics

**National Teachers College, Manila Philippines**

***1999-2005***

### Secondary

**Culiat High School**

**TandangSora, Quezon City Philippines**

***1987 –1992***

### Primary

**Commonwealth Elementary School**

**Batasan Hills, Quezon City Philippines**

***1981 -1987***

# Personal Data

**Height : 5’6”**

**Weight : 162 lbs.**

**Sex : Male**

**Civil Status : Single**

**Religion : Roman Catholic**