

**MAC**

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Deira, Dubai

**Professional Summary**

Recent experience as a safety officer but also had a background working in administrative, sales and production of auto parts. Willing to work in any field that is within the said experience.

**Skills**

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|  |  |  | Quality inspection |
|  | Troubleshooting |  | Program management |
|  | Material handling |  | Deadline-driven |
|  | Inventory management |  | Flexible schedule |
|  | Material inventory skill |  | Analytical thinker |
|  | Team Player |  | Scheduling |

**Work History**

**Safety Officer**

**Philippines**

**Kingsford Hotel Project**

**September 2018 – April 2019**

***Job Responsibility:***

* Develop, Implements and monitor Occupational Health and Safety policy programs and procedure
* Responsible for Implementing programs to ensure compliance with safety regulations and to preserve worker’s health and safety.
* Closely monitor worker’s compliance and accident statistics and implement correction as needed.
* Recommend process and product safety features that will reduce employee’s exposure to chemical, physical, and biological work hazards.
* Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety r4egulations compliance.
* Install safety devices on machinery ort direct device installation.
* Maintain liaisons with outside organization such as fire departments, mutual aide societies, and rescue teams to facilitate emergency response.
* Inspect work environment, machinery and equipment in establishment of worksites for conformance with governmental standards according to regulation or in response to compliant or an accident

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* Conducts accident and incident investigation to determine probable cause and make corrective actions.
* Encourages worker to create high level awareness of safety within the organization.
* Ensures employees awareness in understanding the safe working procedures.
* Works with the organization management team to evaluate and enforce safety conformance.

**Safety Officer**

**Philippines**

**April 2018 - August 2018**

***Job Responsibility:***

* Review existing policies and measures and update according to legislation.
* Inspect premises and the work of personnel to identify issues or non-conformity. (e.g. not using protective equipment)
* Oversee installations, maintenance, disposal of substances etc.
* Stop any unsafe acts or processes that seem dangerous or unhealthy.
* Prepare reports on occurrences and provide statistical information to upper management.
* Conduct leak test on all oxy-ace tanks and take necessary actions when there is a leaking tank.
* Conduct toolbox meeting.
* Prepares all incident report and conduct investigation on all near miss incident.
* Attends on weekly contractors meeting at EHS office.
* Excellent Communication skills with the ability to present and explain health and safety topic.

**Production Operator (Automotive Parts)**

**Luster Company Limited – Iwata Shi, Shizouka , Japan**

**October 2015 - August 2017**

***Job Responsibility:***

* Uses Quality Standards to ensure set-ups are done correctly and operates the machinery at an acceptable rate, ensuring that the machinery runs within the process control parameters while practicing safety compliance at all times.
* Follows chart measurements requirements while operating the machinery in order to produce product that meets with strict design and quality standards.
* Follows work instructions to determine proper method of performing quality work.
* Perform maintenance as required.
* Maintains work area in a neat and organized manner.
* Notify team leader or supervisor of any mechanical or material issues/shortages and recommends production efficiency and quality improvements to supervisor.
* Immediately report incidents and accidents in work area.
* Follows applicable safety and environmental rules and regulations.
* Attends and contributes to department and company meetings.
* Participate/ Establish an environment and culture that promotes safety in the workplace.
* Participate in continuous improvement education/training programs to maintain current technology and methodology as specified by management.
* Performs other duties as required.

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**Auto Parts Salesman**

**S.H. Almana (Nissan) - Doha, Qatar**

**July 2012 – July 2014**

***Job Responsibility:***

* Read Catalogs or Computer displays to define replacement of parts stock numbers prices.
* Determine replacement parts required according to inspection of old parts,customer request or according to customers description of malfunction.
* Receive fill telephone orders for parts
* Fill customer orders from Stock.
* Prepare Sales slip or Sales Contract.
* Receive payment or credit Authorization.
* Take inventory of Stocks.
* Advise Customers on substitution modification of parts when identical replacements are not available.
* Examine returned Parts for defects and also exchange defective parts or refund money.
* Mark Store parts in stockrooms according to prearranged system.
* Discuss use features of various parts based on knowledge of machines or equipment.
* Using logic and reasoning to identify the strength and weaknesses of alternative solutions, conclusions or approaches to the problems.
* Talking to others to convey information effectively. -Considering the relative cost and benefits of potential actions to choose the most appropriate one.
* Identifying complex problems and reviewing related information to developing evaluate options and implement solutions.
* Ability to communicate information and ideas in speaking as so others will understand. -Ability to combine pieces of information to form general rules of conclusions.

**Administrative Clerk**

**Vegetable Oil Company in Abu Dhabi, UAE**

**November 2007 - May 2009**

***Job Responsibility:***

* Organize office and assist associates in ways that optimize procedures
* Sort and distribute communications in a timely manner
* Create and update records ensuring accuracy and validity of information.
* Schedule and plan meetings and appointments
* Monitor level of supplies and handle shortages
* Resolve office-related malfunctions and respond to requests or issues
* Coordinate with other departments to ensure compliance with established policies.
* Maintain trusting relationships with suppliers, customers and colleagues
* Perform receptionist duties when needed

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**Education**

**College:** Bachelor of Science in Agriculture (Major in Crop Science) 2006

**BICOL UNIVERSITY COLLEGE OF AGRICULTURE AND FORESTRY**

March 2006

Guinobatan, Albay, Philippines

**High School Diploma**: 2002

**Tabaco National High School** - Tabaco City, Bicol, Philippines

Birthdate: May 18,1985

Age: 33

Religion: Roman Catholic

I hereby declare that the above mentioned information are true and correct to the best of my knowledge.

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