*Curriculum Vitae*

EDSEL

#  Career Objective

To seek a challenging position that would make use of my knowledge and skills and to involve in a job that would continuously challenge my competitiveness.

#  Work Experience

## Warehouse Operation

**Shipping and Logistic Company**

August 15, 2017 - March 7, 2020


# Contact Information

|  |  |
| --- | --- |
|  | *edsel-399140@2freemail.com*  |

**Profile**

* Proficient and Self-assured
* Attention to detail
* Analytical
* Team Player
* Ability to learn new skills quickly
* Ability to Withstand with pressure
* Capable of working independently with minimal or no supervision
* Proven ability to work under constant pressure and can interact with people of different cultures
* Excellent interpersonal skills
* Customer-oriented
* Computer literate,
* Strong sense of responsibility and dedication to work

# Personal Data

|  |  |
| --- | --- |
| Nationality: | Filipino |
| Civil Status: | Single |
| Languages: | English / Tagalog |
| Visa Status: | Tourist Visa |
| Visa Validity: | Nov. 1, 2020 |

**Duties and Responsibilities:**

* Manage and coordinate the organization and operational activities for district warehouses and stores.
* Participate in the development and implementation of goals, objectives, policies and priorities of the organization.
* Perform an array of functions that may include receiving and processing incoming stock and materials.
* Picking and filling orders from stocks, packing and shipping orders, or managing, organizing and retrieving stocks in the warehouse.
* Monitor storeroom and warehouse material usage.
* Maintain records and files inventory usage and meet with staff to identify and resolve problems.
* Make appointment in Amazon with FBA for delivery schedule.
* Scanning and sending thru email the acknowledgement document once shipment is done.
* Supervised day to day operation in warehouse and coordinates with all departments and manager.
* Helping the team understand performance target and goals.
* Prepared shipping documentation and other related paper works.
* Maintain warehouse area, keeping it clean and in order.

## Caretaker/Cleaner

**Gulf Heroes Sports Academy LLC**

Midriff, Dubai, UAE March 2017 – June 2017

## Piping Line Checker Chiyoda JGC-Joint Venture

Papa Lealea Boroko, National Capital District, Papua New Guinea

February 11, 2013 - February 16, 2014

#  Work Experience

## Production Operator

**San Miguel Mills (S.C Contreras General Services)**

Brgy. Bulacan Batangas City, Philippines April 5 2011 - September 25, 2011

## Fire Watch / Safety Watchman Keepel Batangas Shipyard

Barrio San Miguel Bauan, Batangas, Philippines November 13, 2009 – December 28, 2010

## Quality Assurance / Quality Control

**S.K Industry Inc. (Pipols Synergy Management Services Inc.)**

Mayaman St. Ext., USPS San Pedro, Laguna, Philippines April 3, 2008 – February 15, 2009

**Total Quality Control/ Parts Quality Services Staff Honda Philippines Inc. (Almer Manpower Corp.)** First Philippines Industrial Park, Sto. Tomas Batangas, Philippines

August 28, 2007 –January 28, 2008

## Production Operator

**Panasonic Communication Philippines Corporation**

Carmelray, Calamba City, Laguna, Philippines February 24, 2006 – August 4, 2006

## Male Clerk

**Citimart Plaza (AGP Sales and Building Services Inc.)**

Caedo Commercial Center, Brgy. Calicanto Batangas City, Philippines

May 26 2001 - October 25, 2001

#  Special Training and Seminar Attended

## Pipe Fitter NCII

**Ubeda Manpower Training Center**

Sto. Cristo, Ibaan, Batangas July 2009 - August 2009

#  Education

## Electronics engineering technology Batangas state university

Rizal Avenue, Batangas City Undergraduate