CURRICULUM VITAE

ALBERTO C. BITAO

Date of Birth : 24 March 1994
Email: albertbitaojr@gmail.com
Mobile and WhatsApp: +971521529086
Nationality: Filipino
Marital Status: Single
Gender: Male
Address: Al Hudaiba, Dubai

SKILLS AND TRAITS

- Detail oriented
- Service focused
- Excellent time Management
- Patient and hardworking
- Effective communication
- Adaptable and flexible
- Creative thinking
- Problem solving

LANGUAGES

- English
- Filipino

OBJECTIVE

I am looking for a position where I can apply my abilities and make meaningful contributions to support the company's growth and success. I desire a role that enables me to uncover my potential by providing opportunities to explore various facets of the industry.

EDUCATION

Bachelor of Science in Forestry, June 2020
Nueva Vizcaya State University, Nueva Vizcaya, Philippines

Bachelor of Science in Agroforestry, June 2018
Nueva Vizcaya State University, Nueva Vizcaya, Philippines

Automotive Mechanic, March 2011
Northern Luzon Technical Institute, Nueva Vizcaya, Philippines

WORK EXPERIENCE

Family driver
Hillhouse Family, Philippines
April - October 2024
- Transport my employers to and from required destinations ensuring punctuality and timely arrival
- Ensure prompt vehicle maintenance
- Managed routes through the use of technology

Sales Assistant
Surplus Selections (Clothing)
Bayombong, Nueva Vizcaya, Philippines
August 2023 - March 2024
- Sustained client satisfaction by providing exceptional service.
- Keep the store tidy and make sure the goods are displayed in an eye-catching way.
- Get fresh shipments and unload them.
- Maintained shelves brimming with goods.
- Keep abreast of merchandise, particularly new items.
- Assess the needs and desires of the client, then recommend and showcase the products.
- Greet and converse with clients and offering assistance when required.

SEMINARS, TRAININGS, WORKSHOPS

Biomass and Carbon Assessment for Forestry and Other Land Uses, February 3, 2020
Nueva Vizcaya State University, Nueva Vizcaya, Philippines

Capacitating Sustainable Environmental Towards Healthy Society, May 24, 2019, Nueva Vizcaya State University, Nueva Vizcaya, Philippines

One Hundred Forty (140) Hours Practicum in Agroforestry, July 17, 2017
Tam-An Agri-Tech Tourism and Training Center, Nueva Vizcaya, Philippines

Rekindling Action Against Challenges and Sustainability, May 13, 2017
Nueva Vizcaya State University, Nueva Vizcaya, Philippines

People's Organization Capacity Building Training on Mushroom Production
November 15, 2016, Nueva Vizcaya, Philippines

Speaker, *Oyster Mushroom Production,*
November 17-18, 2016
Paitan, Bayombong, Nueva Vizcaya, Philippines

Freelance Driving Instructor
Nueva Vizcaya, Philippines
January - July 2023
- Provide one-on-one practical lessons for students towards acquiring their driver's license
- Maintained vehicle to ensure safety, proper function and conditionTeach refresher and specialised driving lessons
- Helped students to acquire skills to become proficient and responsible drivers
- Provide instruction regarding traffic rules and safety measures

Farm Technician
Prado Rubber Tree Plantation, Dupax Del Notre, Nueva Vizcaya, Philippines
January 2018 - December 2022
- Responsible in maintaining farm facilities
- Provided technical training to farm workers
- Responsible for tapping to extract optimum harvest without causing damage to the trees
- Implemented strategies to improve production

Family Driver and GELO Aqua Farm Technician
Dolinen Family, Nueva Vizcaya, Philippines
January 2014 - December 2017
- Monitored the quality of the water
- Helped with the design and building of lengthy lines, cages, and nets.
- Assist and report any aquatic pests, diseases, or predators
- Harvested and classified fish for selling
- Upkeep of aqua farm infrastructure
- Maintain cleanliness of vehicle
- Transport my passenger safely and on time

Forest Protection Officer
Department of Environment and Natural Resources (DENR), Nueva Vizcaya, Philippines
October - December 2013
- Compiles, analyzes, and evaluates monitoring and evaluation data for the implementation of government and non - government projects.
- Report on forest protection accomplishments on a regular basis.

REFERENCE: Upon request