






LEONARD BAROTILLA

+971 50 550 5996 
Lbarotilla14@gmail.com 
UAE, Dubai, Bur Dubai, Al Hamriya 

SUMMARY

Known for strong attention to detail, excellent communication skills, and the ability to multitask effectively in fast-paced environments. Proactive approach and positive attitude makes a reliable team player who can adapt quickly to new challenges. In previous roles, have demonstrated a commitment to maintaining a professional and welcoming office environment. Thrive in roles where can contribute to organizational success by providing outstanding support and ensuring that all administrative functions are executed flawlessly.

WORK EXPERIENCE

- MARBY FOOD FEATURES CORP. - MACHINE OPERATOR** 2015 - 2016
Operated and monitored various types of machinery, to ensure efficient production, high-quality output, and strict adherence to safety and operational standards. Adjusted machine settings and performed routine checks to maintain optimal performance and minimize downtime.
- HYPERTECH WIRE AND CABLE - MACHINE OPERATOR** 2016 - 2019
Managed the operation and oversight of diverse machinery to maintain seamless production workflows. Regularly inspected equipment for functionality, implemented adjustments to optimize efficiency, and upheld rigorous safety protocols to ensure a secure and productive work environment.
- HYPERTECH WIRE AND CABLE - WAREHOUSE PERSONNEL** 2019 - 2022
As a Warehouse Personnel, I ensured the smooth handling of inventory by efficiently organizing, storing, and retrieving materials to support operational needs. Maintained accurate records of stock levels, conducted regular audits to prevent discrepancies, and collaborated with team members to streamline workflows.
- WESTZONE SUPERMARKET LLC. - BUTHER / MEAT CUTTER** 2023- 2025
As a Butcher/Meat Cutter, I ensured the precise cutting, trimming, and preparation of meat products to meet customer specifications and quality standards. Maintained a clean and sanitary workspace, adhering to strict health and safety regulations. Provided excellent customer service by assisting with product recommendations and custom orders, contributing to a positive shopping experience.

EDUCATION

- STA. MILAGROSA - ELEMENTARY SCHOOL** 2008 - 2009
 - Sta. Milagrosa Jose Panganiban, Camarines Norte, Philippines
- LEON Q. MERCADO - HIGH SCHOOL** 2012 - 2013
 - Pacol, Naga City Camarines Sur, Philippines
- NAGA COLLEGE FOUNDATION** 2013 - 2014
 - Associate in Computer Technology
 - Naga City, Camarines Sur, Philippines
- LA PLATA SCIENCE AND TECHNOLOGY** 2017
 - Electrical Installation and Maintenance
 - National Certificate No: 17031402012870
 - Bocaue, Bulacan, Philippines

SKILLS

- MICROSOFT OFFICE SKILLS**
 - Proficient in Word, Excel, and PowerPoint.
- PROCEDURES AND STANDARDS**
 - Adhere to company procedures and standards.
- MACHINE OPERATION**
 - Quick to learn and operate machines.
- TEAM SUPPORT**
 - Support team to ensure fast product delivery.
- MACHINE MAINTENANCE**
 - Assist with machine maintenance and repairs.
- INVENTORY MANAGEMENT:**
 - Monitor inventory and manage stock flow.