

Kim Plaza Poliquit

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DIC Dubai, UAE



To enhance my skills and knowledge and to contribute to your company.

ELECTRA (Event & Exhibitions)

DIP 2, Jebel Ali, Dubai, UAE

Forklift Reach Truck Operator/ Forklift Operator (Preferred Reach Truck) August 2015 - Present

Functions and Responsibilities:

- Unload/load items correctly using appropriate handling technique and perform task as required by the warehouse keeper.
- Sign and completely fill out all documentations for the maintenance and records of the reach truck.
- Insure all items are damage free and places on proper bays as instructed and pick furniture accurately including the correct quantity and assist as needed during inventory.

HOERBIGER SERVICE MIDDLE EAST FZE

Jebel Ali, Dubai, UAE

Technician cum Forklift Operator

August 08, 2014 – May 10, 2015

Functions and Responsibilities:

- Ensure proper housekeeping in the area and adheres to all safety working environment rules.
- Identify the valves if it is suction or discharge.
- Dismantling the valves, degreasing and check all the component of the valves.
- Blasting and crack testing the valve and do Quotation.
- Operate the forklift and insure all the items are damage free and places on proper bays.

NATIONAL CLEANING COMPANY

State of Kuwait

Document Controller/Warehouse man

June 2008 – February 2014

Functions and Responsibilities:

- All documents properly file and give support in maintaining file tracking record.
- Answers phone calls as necessary and note down relevant messages.
- Ensure housekeeping in the warehouse and adheres to all safety working environment rules.
- Receiving, controlling invoice packing list description details, check the items quantity and follow the FIFO rules.
- Make sure all items are recorded in the system (Data encoding and filing)

Nationality : Filipino

Marital Status : Single

Sex : Male

Date of Birth : January 10 1980

Height : 5'10"

Visa : Employment Visa/Transferable

Passport No. : P7803236A

Driving License No.: 21303324 (no. 7 Light Forklift UAE)

College : **Socsargen Institute of Paramedics Science & Technology**
Electronics Technician

-General Santos City, Philippines
-2003 (Undergraduate)

: **Systems Technology Institute**
Computer Science

-Ormoc City, Philippines
-1998 (Undergraduate)

Secondary : Polomolok National High School
(Diploma)

-Polomolok South Cotabato, Philippines
-1996 to 1997

On-the-job-Training: Electrical Building Wiring, Electronics, computer hardware and software (All basic hands-on).

PC Knowledge: MS Office (Word, Excel).

Language Spoken: English, Arabic (basic), Tagalog (Mother Tongue).