



CHARLIE SANTIAGO

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Sharjah, UAE

Birthdate: 28 Nov 1977

SKILLS

- Licensed Forklift operator in warehouse, loading dock and manufacturing setting
- Billet saw cutting machine trained
- Packed in steel or strapped bundles on wooden runners all finished aluminum products
- Passed all QC and internal compliance
- Expert in safety rules and operation
- Manual sorting, stock control, industrial cleaning techniques
- Counterbalance forklift operation
- Basic repair abilities, tool use understanding
- Stock record maintenance, troubleshooting skills

EDUCATION

General De Jesus Academy

Nueva Ecija, Philippines, 1995

High School Diploma

REFERENCES

Abdullah Al Jassmi

EGA Cast House Supervisor

+97150 379 3934

Karren Aenlle

NMDC Energy Traffic & Logistics

+97158 588 4690

PROFESSIONAL SUMMARY

Safety oriented Forklift Driver, knowledgeable in heavy machinery, handling including pallet jacks, cherry pickers and forklifts. Preparing loads and effectively minimizing damage and supporting productivity targets. Reliable and punctual with good physical stamina, teamwork abilities and hardworking nature. Knowledgeable in operations and safety requirements.

WORK HISTORY



Emirates Global Aluminum – Senior Forklift / Driver / Storekeeper / Machine Operator

Jebel Ali Free Zone Dubai, United Arab Emirates July 2008 – Mar 2024

<https://www.ega.ae>

- Calculate machine controls to regulate machining factors such as feed, speed and coolant flow.
- Read job specification to conclude machine adjustment and material require.
- Set specified length indicated by each product run by machine.
- Performed schedule maintenance such as water, blade and set up.
- Maintain machinery as well as perform basic repairs.
- Perform daily inspections on Forklift and safety guards onsite.
- Responsible for maintaining training and calibration logs
- Assisted in maintaining the stringent quality and safety standards to exceed customers' requirements.
- Ability to work with minimal supervision while maintaining a strong sense of urgency.
- Inspect packaged bundles of aluminum for quality defects, proper identification and length.
- Worked side by side with Quality inspectors.
- Achievements/Tasks Plan and follow the best route to ensure timely delivery of goods and passengers.
- Ensure that all necessary paperwork and documentation are in order before transporting goods and passengers.
- Adhere to traffic laws and safety regulations to avoid accidents and incidents.
- Inspect packages for quality defects, proper identification and length.
- Kept communications ongoing with supervisors, ensuring forklifts operated safely, without accidents or injuries.
- Responsible for collecting goods and transporting to clients.
- Schedule delivery times, picking up parcels and delivering orders to customers on predetermined routes.
- Palletized and wrapped orders in preparation for transportation.
- Efficiently performed warehouse housekeeping duties including sweeping and waste management.



Yakult – Sales Representative and Driver

Baguio City, Philippines Jan 2007- Jan 2008

- Establish, develop and maintain positive business and customer relationships.
- Reach out to customer leads through calling.
- Expedite the resolution of customer problems to maximize satisfaction.
- Achieve sales targets within schedule.
- Coordinate sales effort with team members and other departments.
- Supply reports to management on customer needs, interests and new products and services.



Chicharific Ltd. – Sales Crew

SM Baguio, Philippines Jan 2005 – Jan 2007

- Working at the point of sale counter to process transactions.
- Prepares inventory every month end.
- Suggesting new items to customers to increase sales.
- Monitoring the merchandise and notifying superior when restock is needed.
- Building customer relationships