



EIROL S. GARCIA

OBJECTIVES

- Seeking a position where I can use my experience and develop my skills and also to contribute for the success of the company.
- Seeking to be part of esteem institution and a partner in achieving the company's goal and objective.

INFORMATION



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Minglanilla Homes, Tungkil,
Minglanilla, Cebu



August 23, 1989



eirolgarcia@gmail.com



Married



Roman Catholic

EDUCATION

- Tertiary:** University Of Cebu - Lapu-Lapu and Mandaue
Bachelor of Science in Marine Transportation
Undergraduate - 2010
- Secondary:** San Jose National High School
San Jose Talibon, Bohol
2006
- Primary:** Busali-an Elementary School
Busalian, Talibon, Bohol
2002

WORK EXPERIENCE

Material Handler/ Machine Operator (Aug 2010 to Feb 2011)
EXAS Philippines , Inc.
Mepz 1, Lapu-Lapu City, Cebu

- Responsible as machine handler in plastic moulding section.
- Inventory Control.
- Monitoring of loaded materials per machines.
- Loading and offloading of materials
- Packing of finished products.

Logistics Team Leader (2014-2015) PPIC Assistant - MD Operator (2011-2014) Mactan Apparels Inc. 2
Mepz 1, Lapu-Lapu City, Cebu

- Responsible for the continuous flow of materials.
- Inventory Control.
- Gathered and analyze data to minimized the time without compromising the targets.
- Update and reported the status of daily shipment and delivery.

Warehouse Clerk / Boarding Representative (2015-2021)
Middle East Fuji LLC
UAE - Dubai

- Received and arrange goods received for stock items.
- Inventory and monitor stock level, including report of any discrepancies or missing items.
- Coordinate Suppliers for the collection of returned items.
- Manage and Maintain the correctness of the locations of items
- Supervise the packing and arrangement of every delivery
- Prepares and packed the goods for delivery.
- Follow up and coordinate to Logistic Team for readiness of items, monitor and report the excess quantities received and expirations of items.
- Supply goods to the vessels with consistency in quality of service and customer satisfactions .
- Report the customer feedback and offer companies products and services if necessary.

REFERENCES



Ms. Sarah Jane D. Autor
Country Manager
Middle East Fuji LLC - Philippine Office
09274020090

Mr. Mark P. Sunga
Site Incharge - Enoc 1236
Emirates National Oil Company, UAE
+971 527995115

Office Clerk (Aug 2022 - April 2023)
Dynamic Power Marine & Industrial Hardware
Subangdaku, Mandaue

- Handle customer enquiries both email and walk in
- Supervise the packing and arrangement of every delivery
- Follow up and coordinate to Logistic Team for readiness of items
- Ensure that new arrival items are properly accounted and bar coded timely
- Monitor and report if any items defects/ damaged

Warehouse Clerk(April 2023 - Dec 2024)
Maidehao Trading Corp.
Talisay City, Cebu

- Received and arrange goods received for stock items.
- Inventory and monitor stock level, including report of any discrepancies or missing items.
- Arranged and packed the goods for delivery to multiple stores.
- Ensure that new arrival items are properly accounted and bar coded timely
- Monitor and report if any items defects/damaged.

Forecourt Services Attendant (Jan 2025 - present)
Enoc Retail LLC
Dubai, UAE

- Responsible for providing fuel services including collection of payment
- Checking tires and washing car windows
- Ensure to provide quality service with customer satisfactions
- Housekeeping before and after duty
- Any task requested by direct site incharge

SKILLS

- Time Management
- Multitasking
- Hardworking
- Resourcefulness
- Responsible
- Customer Service
- Communication
- Excellent Filling Document
- Computer Literacy; Word, Excel and Outlook