

TO: **The Hiring Officer**

Good day,

I would like to formally submit my job application as a **Warehouse Staff**. I am a multi-skilled and dedicated Customer Service Professional with an educational background in Computer Science and Network Technology. I have more than 14 years of total work experience in Landscaping Services, Commercial Manufacturing and Local Government Services industries Saudi Arabia and in the Philippines.

I am a Filipino Citizen seeking for a suitable work to apply my knowledge, skills and pursue my career under your management. I am physically fit, a quick-learner and knowledgeable and capable in handling manual and mechanical labor with the ability to correspond and follow in both oral and written instructions.

I am currently employed as a **Landscape Maintenance Worker** since September 2022 at The Red Sea Global – A tourism megaproject in Saudi Arabia. Prior to that, I worked as a **Storekeeper, Assistant Store Keeper, Quality Control Officer** and as an **Office Encoder** on the earlier stage of my career Saudi Arabia and in the Philippines. Where I performed my duties and responsibilities well with complete passion, hard work and an excellent performance on each role entrusted.

With years of professional hands-on experience and my educational foundation, I have acquired below core strengths, set of skills and qualifications as my stronghold for my job application:

- More than 14 years of total work experience in Landscaping Services, Commercial Manufacturing and Local Government Services industries Saudi Arabia and in the Philippines.
- Proven hands-on experience as a Landscape Maintenance Worker, Storekeeper, Assistant Store Keeper, Quality Control Officer and Office Encoder.
- Undergone in-house trainings for career growth and skill advancement.
- Computer System Networking Technology graduate.
- Computer Literate: Knowledgeable in basic Microsoft Office programs and other relevant applications.
- Excellent verbal and written English communication skills.
- Proficient in operating work-related equipment, tools, programs and processes.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Occupational Safety Standards.
- Professional and friendly with the ability to resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- Proficient organizational skills.
- High sense of loyalty and integrity.
- Ability to work on extended hours.
- Ability to work in a multicultural environment.
- Willing to relocate, be trained and work in Canada at the earliest possible time.

I am confident that my education, expertise, training and professional background is what sets me apart from other candidates for this job position that you require.

I look forward to discussing the position and my qualifications with you in more detail.

Thank you for your time and consideration.

Sincerely,

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Philippine Passport Holder

OBJECTIVE: I am a multi-skilled and dedicated Customer Service Professional with an educational background in Computer Science and Network Technology. I have more than 14 years of total work experience in Landscaping Services, Commercial Manufacturing and Local Government Services industries Saudi Arabia and in the Philippines. Seeking for a job opportunity as a **Warehouse Staff**.

SKILLS SUMMARY:

Warehouse Operations

High sense of loyalty and integrity

Quality Control and Analysis

Coordination & Organization Skills

Inventory Management

Ability to Multitask

Landscaping Operations

Critical and Methodical Thinking Skills

Process Implementation

Communication Skills: Oral and Written

Quick-learning ability

Ability to speak and understand Filipino & English

Fosters teamwork and collaboration

Adherence to health and safety policies

Computer Literate: Knowledgeable in basic Microsoft Office programs and other relevant applications.

WORK EXPERIENCE:

Position Held : **Landscape Maintenance Worker**
Employer / Company : The Red Sea Global
Industry : Tourism Project - Landscaping Services
Location : Umluj, Kingdom of Saudi Arabia
Period : September 1, 2022 – Present

- Apply pesticides to remove harmful insects such as mosquitos, wasps, and ticks.
- Conduct general maintenance duties such as cleaning walkways, fixing fountains, and other duties.
- Apply fertilizer to help enhance growth.
- Take out weeds and dead plants.
- Trim overgrown limbs, hedges, and leaves.
- Uphold the landscaping design and ensure plant growth.
- Plant new decorative bushes, flowers, plants, and shrubs.

Position Held : **Storekeeper / Assistant Store Keeper**
Employer / Company : National Detergent Powder
Industry : Commercial Manufacturing
Location : Jeddah, Kingdom of Saudi Arabia
Period : 2016 - 2021

- Ensuring cleanliness, tidiness and safety of work environment.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.
- Storing inventory in accessible manner.
- Loading and wrapping stock on pallets.

Position Held : **Quality Control Officer**
Employer / Company : National Detergent Powder
Industry : Commercial Manufacturing
Location : Jeddah, Kingdom of Saudi Arabia
Period : 2008 – 2010

- Perform regular quality assessments on all incoming materials from vendors and outgoing products for shipping.
- Reject all products and materials that fail to meet quality expectations.
- Read blueprints, plans, and specifications to understand the requirements of products and services.
- Measure product dimensions, examine functionality, and compare the final product to the specifications.
- Recommend improvements to the production process to ensure quality control.
- Document inspection outcomes by completing detailed reports and performance records.

Position Held : **Office Encoder**
Employer / Company : Municipality of Cavinti, Laguna
Industry : Local Government Services
Location : Cavinti, Laguna, Philippines
Period : 2003 – 2004

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.

EDUCATION:

Tertiary:

Computer Science and Network Technology
AMA Computer Learning Center
Sta. Cruz, Laguna, Philippines

Secondary:

Cavinti Academy
Cavinti, Laguna, Philippines
1996 - 2000