



# MR. KURK LEO GANGAWAN

COLLEGE GRADUATE

## MAIN OBJECTIVE

To be able to work in an established and progressive organization where my knowledge and capabilities can be utilized for overall growth to the company as well as develop me professionally. To build a long-term career in your profession and to use my skills in the best possible way for achieving the company's goals. To solve problems in an effective/creative manner in a challenging position and seeking a responsible job with an opportunity for professional challenges.

## QUALIFICATIONS:

- ❖ Team player and hardworking
- ❖ Flexibility
- ❖ Team Work
- ❖ Communication Skills
- ❖ Attention to details
- ❖ Quick learner, Speed and performance.
- ❖ Accepting challenging assignments.
- ❖ Managing/organizing people and functions.

## CONTACT DETAILS

Mobile Number: 054 422 2809  
Email: kurkleo88@gmail.com  
Date of Birth: June 24, 1995  
Visa Expiry: April 30, 2023

## WORK EXPERIENCE

### Warehouse Assistant / Admin

Anaco Pluse Company, Dubai -  
November 2021 - August 6, 2022

- ❖ Move inventory and materials across facilities.
- ❖ Process inventory for delivery.
- ❖ Package items and label correctly.
- ❖ Make sure the items are in good quality.
- ❖ Report damages or missing inventory to supervisors.
- ❖ Preparing the EMEI for the materials.
- ❖ Responsible in checking both quantity and quality of goods before, during & after dispatching the materials.
- ❖ Coordinate the pick-up and delivery of freight while minimizing transit time and logistics cost.
- ❖ Responsible for identifying commodity needed to transport freight.
- ❖ Preparing stock status report.
- ❖ Tracking and tracing the shipments.
- ❖ Arranging custom clearance for the material need to be dispatch. ( import and export)
- ❖ Ensures that all needed documents are complete before the day of dispatching.
- ❖ Monitoring the arrival of the all shipments, and do also the clearance of it.
- ❖ Develop and implement special sales activities to reduce stock.
- ❖ Monitoring the arrival of the all shipments.
- ❖ Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- ❖ Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- ❖ Typing documents, reports and correspondence.
- ❖ Collect and record customers and companies contact details and record them in Tracking System.
- Filing and scanning documents.
- Keep updated record of office expenses and cost.

### Warehouse Assistant

Brands for less, Jebel Ali FZE, Dubai |  
April 2021 - October 2021

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- ❖ Make sure the items are in good quality.
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## EDUCATION

Arellano University Manila Phil.  
Bachelor of Science: Hotel  
Restaurant Management(HRM)  
(2012-2013)

## SKILLS

- Good organization skills
- Good communications skills in English, written and verbal
- Good in decision making, critical thinking and planning
- Capable to work under pressure
- Capable to meet schedules and deadlines
- Excellent in Microsoft Office, Excel, PowerPoint and Outlook.
- Willingness to take instruction and responsibility.
- Commitment to continued training and learning.

## CHARACTER REFERENCES

Ms. Jullie Ann Villaspin  
Executive Administrative  
Accutech Middle East FZCO  
+971 54 12 0974

Ms. Analiza Monzon  
Sr. Quality Engineer  
HLG Contracting LLC  
050 889 6725

Ms. Joanne Requilme  
Receptionist  
Fosroc Chemicals  
+971566210793

## Warehouse Assistant

For Art Sake,(Dubai U.A.E) - May 2019 - June 2020

- ❖ Assist the the props director and manager in regards with the project.
- ❖ Inventory all items every day, weekly and month.
- ❖ Cleaning all supply and equipment.
- ❖ Making client satisfied by making there project be done on time.
- ❖ Offering drinks to client and make them comfortable.
- ❖ To maintain the quality and high standard of company.

## Service Crew / Cashier

Bigg's Diner Restaurant, Philippines - August 2017- July 2018

- ❖ Ability to provide good customer service and assistance in all area of the store.
- ❖ Handling and operating cash registration by taking customer orders.
- ❖ Rotate deliveries based on the F.I.F.O (first in,first out) process to avoid waste product.

## Machine and Production Operator

Gardenia Company,Philippines - June 2016 – July 2017

- ❖ Oven-tech duties to ensure product coming out is of good quality.
- ❖ Worked on production line using a tie machine to seal and package product.
- ❖ Operating of forklift delivering completed product to storage area awaiting for delivery
- ❖ Conducting proper clean up prior to shift change to ensure good sanitation practices.

## Personal Data

Age: 27  
Date Of Birth: June 24, 1995  
Place of Birth: Bicol, Philippines  
Civil Status: Single  
Gender: Male  
Height: 5'9  
Nationality: Filipino  
Religion: Roman Catholic  
Language Spoken: English, Filipino