



RAFRIEL TIMPOC CASTILLO

WORK EXPERIENCE

CABINS AND SHADES FZC – Sharjah, UAE
Store Inventory and Document Controller
September 12, 2023 – February 9, 2024

Duties and Responsibilities:

- Responsible for incoming and outgoing materials.
- Updating in and out Materials in ERP system.
- Requesting new materials that will use to the projects.
- Issuing materials to the site/projects.
- Applying entry/exit bill to Custom Office through their systems.
- Keeping all previous documents as reference.

SAUDI PLASTIC PRODUCT CO. – Riyadh, KSA
Warehouse Storekeeper
August 16, 2013 – August 15, 2023

Duties and Responsibilities:

- Receiving items or shipments with arrival notice, delivery notes, and invoice.
- Checking items or shipments if it is in good condition.
- Sort incoming Spare parts and supply in proper location.
- Process incoming Store Receive Voucher and Store issues/distribute Spare parts for internal usage.
- Encoding/Maintaining records of items and quantity, location of Spare parts and supplies on hand using manual and computerized inventory system.
- Monitoring of Minimum and Maximum of Stock Item and their expiry dates.
- Responsible for making Purchase Order to avoid the shortage of the stocks.
- Keeping documents of all Stock items as reference for the next transaction.

GREENWICH PIZZA CORPORATION – Cavite, Philippines
Kitchen Staff
March 14, 2013 – August 7, 2013

Duties and Responsibilities

- Preparing Rice, Pasta, Macaroni, and thawing Pizza Dough and other frozen goods.
- Chopping and preparing all the ingredients.
- Making Macaroni Salad, Lasagna, and Caramelizing pineapple tidbits.
- Preparing Juice, Drinks, and other Beverages.
- Cleaning all the dishes in the kitchen.
- Inventory all the stocks, foods, and non-foods.

OBJECTIVES

To enhance my knowledge and skills in different field of job categories. To be a part of a highly progressive company and to have my own business. To support my family and to be a successful person someday.

PROFILE

Hardworking, diligent, flexible, honest, loyal, and responsible person. He likes dealing with different types of people.

CONTACT

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ADDRESS:
Business Bay, United Arab
Emirates

PERSONAL INFORMATION

Civil Status: Married
Height: 5'5"
Weight: 140 lbs.
Religion: Christian
Gender: Male
Birth Date: May 31, 1991
Place of Birth: Tanza Cavite, Philippines

SKILLS

Metal Plate Fitter
Forklift Operating
Industrial Works
Computer Literate
Knowledgeable in Hotel and Restaurant services

EDUCATION

TERTIARY:

Cavite West Point College
Ternate, Cavite
Hotel and Restaurant
Management with Tourism
2007 – 2009

SECONDARY:

Deo Roma College of Tanza
Amaya Tanza, Cavite
2003 – 2007

PRIMARY:

Halayhay Elementary School
Brygy. Halayhay Tanza, Cavite
1997 – 2003

DECLARATION

I hereby certify that the above-mentioned data are true and correct through the best of my knowledge and belief.

PUREGOLD PRICE CLUB – Cavite, Philippines

Sales Assistant

March 5, 2012 – February 16, 2013

Duties and Responsibilities

- Greeting customers who enter the market.
- Be involved in stock control and management. Stocking shelves merchandise with price tag. Do first in first out.
- Assisting shoppers to find the goods and products they are looking for. Answering queries from customers.
- Giving advice and guidelines on product selection to customers.
- Dealing with customer refunds and responsible for dealing with customer complaints.
- Reporting discrepancies and problems to the supervisor.
- Responsible for security within the store and being on the shoplifters and fraudulent credit cards etc.
- Receiving and storing the delivery of large amounts of stock.
- Keeping up to date with special promotions and putting up displays.

RAZON'S OF GUA-GUA – Makati, Philippines

Waiter

April 12, 2011 – February 11, 2012

Duties and Responsibilities

- Refilling salt, pepper, condiment, and napkin containers.
- Perform cleaning duties, such as walling sweeping and mopping of the dining area or checking and cleaning bathroom.
- Greeting customers and escorting them to their tables.
- Serve food or beverage to patrons and prepare or serve specialty dishes at tables as required.
- Clean tables or counter after customers have finished dining.

INT'L PRECISION ASSEMBLIES INC. – Cavite, Philippines

Production Operator

September 20, 2010 – March 2, 2011

Duties and Responsibilities

- Assemble materials. Read and interpret drawings, diagrams, blueprints, specifications, work orders.
- Review work activities with supervisors.
- Assemble product and insert wiring installations, and circuits.
- Test product to ensure conformance to specification.
- Packing finished products for shipment.

HRD (S) PTE., LTD. – Cavite, Philippines

Office Assistant 1

August 21, 2009 – February 5, 2010

Duties and Responsibilities

- Check all unnecessary things to the tables.
- Encode and build the customer request through their orders.
- Recheck the finished product to avoid customer complaints.