



BALBINO GRUEZO JR

OFFICE STAFF/CLEANER/MAINTENANCE

CONTACT

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815 silicon gates 3, DSO,
Dubai, United Arab Emirate

Visit visa until June 30, 2024

EDUCATION

- BS Criminology

SOUTHERN LUZON STATE
UNIVERSITY

SKILLS

- Premises patrol advanced-level
- Surveillance Risk Assessment Advanced level
- Emergency procedures advanced level
- Crime prevention Advanced level
- Incident reports Advanced level
- CCTV monitoring Expert
- Emergency evacuation Advanced level
- Complaint handling and resolution expert
- Electrical repairs Advanced level
- Housekeeping
- Cleaning and sanitizing
- Painting and decorating Advanced level
- Facilities maintenance Advanced level

LANGUAGES

- English

PROFILE

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

Local Government of San Pablo City

Office staff and Maintenance

AUG 2022-APRIL 2024

- Completed day-to-day duties accurately and efficiently.
- Understood and followed oral and written directions.
- Maintained cleaning equipment and materials in a safe and sanitary working condition.
- Stocked supplies such as soap, toilet paper, and paper towels in restrooms.
- Removed trash bags, broke down boxes and placed recyclable materials in designated disposal areas.
- Cleaned windows, glass partitions and mirrors with cleaners and sponges.

Local Government of San Pablo City

Security Supervisor

MAY 2010-MAY 2018.

- Verified identification for authorized personnel and visitors to property.
- Walked property during busy periods to observe activities and protect assets.
- Warned violators of rule infractions and escorted unauthorized people off-premises in line with company procedures.
- Conducted surveillance to obtain evidence of wrongdoing.
- Partnered with local law enforcement to identify individuals wanted for previous criminal acts and disturbances.
- Patrolled grounds after hours on foot to maintain visible presence and detect violations

D.M. Consunji Inc

Site Maintenance Supervisor

JUL 2002-DEC 2009

- Managed construction team of 15+ employees overseeing training, production and project goals.
- Enforced site safety rules, minimizing work-related accidents and injuries.
- Held training sessions to educate construction workers on site safety practices.
- Held daily meetings with site staff to communicate priorities and project updates.
- Conducted in-depth quality inspections on finished construction work, ensuring projects were completed to standards.

REFERENCE

MARVIN MESINA JR

ACCOUNTACT| RMT RESIDENCE

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MYRENE CASTANEDA

FORMER CHAIRWOMAN|LGU

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