

# ORLYN CLARITE SUPAN

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## JOB OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to success of the company.

## SKILLS

- Proficient in Microsoft Application (Word, Excel, Power Point) Hard worker, quick learner, and ability to assume responsibility.
- Ability to work as part of a team and take initiative independent of direct supervision.
- Ability to multi-task and work well under pressure in a dynamic environment
- Well accustomed to meeting and interacting with different people and able to manage and adapt to situations of high pressure and challenge.
- Excellent verbal and written communication skills, can speak English language.

## EDUCATIONAL BACKGROUND

**2010 - 2015**

**Quezon City Polytechnic University**

Novaliches, Quezon City

BS Industrial Engineering

## PERSONAL DATA:

Date of Birth	:	21 April 1993
Age	:	30 Years Old
Status	:	Single
Nationality	:	Filipino
Visa Status	:	Transferable Visa

## WORK EXPERIENCE

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**FABRICATOR PHILIPPINES INC.** - Balintawak, Quezon City  
Warehouse Team Leader and Safety Officer II (2019 – 2022)

- Assist in running an efficient warehouse operation which is able to fulfill operational and customer demand and meet set targets.
- Ensure the delivery of materials to production lines in accordance with production schedules.
- Ensure inventories in area of responsibility are accurate.
- Ensure stock movements are recorded accurately.
- Ensure that any computerized or automated systems are accurate and up to date.

**ORIENTAL TIN CAN METAL SHEET MFG. CORP.** – Novaliches, Quezon City  
Quality Control Officer (2017 – 2019)

- Carry out quality assessment measures of all products ready to be shipped and incoming raw materials.
- Reject all the incoming raw materials that fail to meet quality expectations and report the issue to the concerned department at the earliest.
- Recommend improvement measures to the production process to ensure quality control standards are met.
- Guide the production team about the quality control issues to enhance the quality of the product.
- Monitor the production phase and various levels.

**SHOBI CONSTRUCTION SUPPLIES** – Bagong Pag-asa, Quezon City  
Inventory Officer / Cashier (2017)

- To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness.
- To be involve in reconciliation of physical stock with the stock in the system.
- To oversee that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected in the warehouse.
- To undertake the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members.
- Provides a positive customer experience with fair, friendly and courteous service
- Register sales by scanning items, itemizing and totaling customers purchases.
- Resolves customers issue and answer customers queries.
- Process return transactions.

**QUEZON CITY HALL Tourism and Events Department (City Government)**

Admin Officer (2016)

- Manage office supplies stock and place orders if needed.
- Prepare regular reports (weekly and monthly as per requirement)
- Maintain and update databases.
- Organize a filing system for important and confidential documents
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned.
- Schedule and organize in-house and external event

I hereby certify that the above information is true and correct to the best of my knowledge and have been made in good faith.



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**ORLYN C. SUPAN**

*Applicant*