

RESUME

MONROE C. DAGUPLO

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NOC Available



OBJECTIVE: Storekeeper / Purchaser or any related position that fits my qualification

SUMMARY OF QUALIFICATION:

Having years of valuable experience in Qatar as Company Driver cum Purchaser/storekeeper; Maintenance Electrician and Mobile Phone Technician and knowledge on computer application enhanced my skill and not limit to one area of interest alone.

WORK EXPERIENCE

➤ **Lightning Group WLL**

▪ **Driver foreman, messenger & electrical work, store keeper.**

From Jan 13 2013 to Jan 9 2025

With Qatar driving license

➤ **Purchaser - Storekeeper with Driving License**

Hassan Al Majid Contracting

Doha, Qatar

Feb. 2011 – Feb.2012

- Responsible for the timely placement of purchase orders and delivery of materials
- Monitors prices
- fulfills request orders for materials, supplies, tools and other items that the company needs
- constantly monitors the best prices for the products the company will buy
- Organize purchase orders and purchase requisitions to order materials, goods and supplies
- Send them to the suppliers for quotations and price comparison
- Review inventories and follow-up orders as required
- Interact with the suppliers on a day to day basis
- Review deliveries against the orders
- Track the status of any orders
- Deal with concerns like non-supplied, under orders, over orders and damaged goods
- Ensure that any invoices are sent to accounts for payment
- Produce and maintain all files / reports
- As a storekeeper, I took responsibility in organizing, storing, releasing, compiling records of the supply in construction
- Controls the flow of material in the store

➤ **Mobile Phone Technician**

Alkass Mobile

Doha, Qatar

June 2010 – Feb. 2011

- Attend to damaged or faulty phones brought in by customers
- Diagnose and repair phones and inform the customers when the phones will be available for pickup
- Keep customers informed about services provided by the company – warranties and after-sales services.
- Provide advice and recommendations about phones

➤ **Residential Maintenance Electrician**

March 2008 – April 2010

- Fix and upgrade existing electrical systems
- Repair, rewire or replace electric and electronic equipment
- Replace items such as circuit breakers, fuses, switches, electrical and electronic components or wire
- Periodically inspect all equipment to ensure that it is operating properly and correct problems before breakdown occur
- Install new lighting and other electric household items

➤ **Freelancer / Entrepreneur - in Mobile Phone Repair**

Drahcir Internet Café – Mambajao, Camiguin

2006 – Dec. 2007

- Troubleshooting
- Updating software and hardware programming
- Mobile fault finding both GSM & CDMA
- Purchasing unit or accessories
- Receiving and inspecting deliveries
- Receiving applicant for mobile phone technician / computer technician

➤ **Computer Hardware Repair Technician & Preventive Maintenance**

Laurenz Cellular Shop & PC Repair Shop – Mambajao, Camiguin

March 2005 – Nov. 2006

- Updating software and hardware programming
- Install of new or replace computer hardware and peripherals as well as software, including upgrades and any other option necessary.
- Troubleshoot computer failure that has incapacitated a system or reduced its performance
- communicate complex terms while training a customer in a newly installed device operation
- Tells the customer what the diagnosis is and ensures that the customer approves the repair. neatly run cabling

➤ **On-the-Job-Training – Local Electrical Contractor**

- Training in soldering
- Blueprint reading
- Safety and first aid practices
- Drill holes, set anchors and attach conduit
- Install conduit and install, connect and test wiring, outlets and switches.

➤ **On – the – Job – Training**

Apprenticeship Program

Mobile & Computer Technician

Aug. 2005 – Feb. 2006

TESDA Regional Office

Cagayan de Oro City

- **Vehicle Driver / Operator**
2003 - 2010
Vehicle Owner

PERSONAL DATA

Sex	Male
Date of Birth	November 29, 1976
Civil Status	Married
Citizenship	Filipino
Language/Dialect	Tagalog & English

EDUCATIONAL BACKGROUND

College	Bachelor of Science in Computer Science (Undergrad) 1997 – 1998 Camiguin Polytechnic College
	Bachelor of Science in Accountancy 1992 – 1994 Liceo de Cagayan University
Vocational / Technical	Comprehensive Training for Electrician Electronic Applications (Mobile Phone Repair – PC Repair) June 2005 TESDA Regional Training Center Tagoloan, Misamis Oriental

SPECIAL SKILLS

- Electrical and Electronic Application
- PC Operation
- Purchasing