

EDWIN

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OBJECTIVE

Dedicated and customer-focused with a successful background in leading highly performing teams to meet or exceed objectives. A tactical and inspiring team builder with experience in training, team development, and delivering excellence. To be able to work that will enhance my skills, abilities and to gain experience.

WORK EXPERIENCES

POSITION : SALES EXECUTIVE

COMPANY : Cargonet Cargo Services

ADDRESS : Al Wakra

DATE : July 2022 – May 2025

- Assists client with shipping needs. Communicating the shipping status to costumers. Creating shipping documents, including bills, invoices and reports. Tracking shipping details, including cargo contents, weight and transportation time.

POSITION : STOREKEEPER

COMPANY : Abu Khalifa Trading

ADDRESS : Mahaseel, Al sailiya Doha Qatar

DATE : February 2020 - May 2022

- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control. Receive, unload, and shelve supplies. Ability to operate a forklift safely and legally. Take order and dispatch it in good quality and FIFO process.
- As needed, arranged for and/or conducted onsite training for employees.

POSITION : CUSTOMER CARE / TEAM LEADER

COMPANY : Al Mana Entertainment

ADDRESS : Doha, Qatar

DATE : September 2017 - January 2020

- Prepare Venues and set up of inflatables for occasions such as birthday part) trade shows or other types of live events. Work in variety of position such as concession stand workers, ushers, ticket-takers, or security personnel.

- Supervised teams of onsite staff in positions providing services for catering, audiovisual, and housekeeping.

POSITION : WAREHOUSEMAN/FORKLIFT OPERATOR

COMPANY : Allegiance Cargo Advantage

ADDRESS : Manila , Philippines

DATE : January 2013 - April 2016

- Perform variety of shipping/receiving stocks activities, maintain inventory and stock record to shelves, racks, or tables. Responsible for operating a forklift to move, locate, relocate stacks, and count merchandise.
- Protected loads of goods and materials from damage due to load shifting by installing bracing, padding, and strapping as needed.
- Maintained a clean, safe, and organized warehouse and used forklift to unload shipments.

POSITION : CABIN CLEANER/TEAM LEADER

COMPANY : ETIHAD AIRWAYS

ADDRESS : Abu Dhabi

DATE : January 2012 - January 2013

- Responsible for cleaning and preparing the interior of aircraft.
- Made assessments of maintenance on a weekly basis.
- Followed company standards in the completion of all repairs and maintenance tasks.

POSITION : UPLAND FARMING

COMPANY : Grand Fuji Foundation

ADDRESS : Nagano, Japan

DATE : April 2010 - October 2010

- Responsible for planting different kind of vegetables and after 2 months we harvest it and sell it on the market.

POSITION : ROOM ATTENDANT

COMPANY : The Bellevue Hotel Manila

ADDRESS : Alabang, Philippines

DATE : February 2009 - January 2010

- Greeting guests and responding to queries. Changing bed linen and making beds. Replacing used towels and other bathroom amenities, such as shampoo and soap. Sweeping and mopping floors. Vacuuming carpets. Dusting and polishing furnitures.

POSITION : ROOM ATTENDANT

COMPANY : Hotel Sogo

ADDRESS : San Pedro, Philippines

DATE : January 2005 - July 2008

- Greeting guests and responding to queries. Changing bed linen and making beds. Replacing used towels and other bathroom amenities. such as shampoo and soap. Sweeping and mopping floors. Vacuuming carpets. Dusting and polishing furnitures.

EDUCATION

COLLEGE I Philippines State College of Aeronautics

Associate Aircraft Maintenance Technology (AMT) (2nd year)

2002 — 2003 Undergraduate

Villamor Airbase Pasay City.

High School I Sampaguita National High School

1994 -1998

San Pedro Laguna

Passport No. P0514294C

Date Issue ; June 14, 2022

Date Expired ; June 13, 2032