



STAR REYES

RECEPTIONIST/ WAREHOUSE LOGISTICS/MECHANIC

PROFILE

I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

CONTACT

PHONE:
7012-9422

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EDUCATION

TESDA MAN POWER CENTER
2011 - 2012
Automotive

TIPAS NATIONAL HIGH SCHOOL
2009 - 2010
Graduate

WORK EXPERIENCE

Receptionist and logistics – IAM WORLDWIDE CORP
2023 x present
Greeting visitors, helping them navigate through an office, supplying them with refreshments as they wait,

responsible for the receipt and accurate booking in of all deliveries to a warehouse and the dispatch of goods to customers. They are responsible for maintaining accurate stock control and traceability.

JR MECHANIC US BASE QATAR
2016 x 2022
Perform basic care maintenance, including changing oil , checking all fluid levels and rotating tires. Repair or replace worn parts, such as brake pads, wheel bearings, and sensors. Perform repairs to manufacturer and customer specifications. Explain automotive problems and repairs to clients.

SKILLS

