

# EDUCATION



# 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

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### 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

