



PROFESSIONAL SUMMARY

Dedicated Warehouse Assistant with expertise in receiving, inspecting, and organizing shipments. Skilled in operating RF devices and maintaining stock levels efficiently. Strong communication skills and proficiency in forklift operation. Proven track record of ensuring smooth warehouse operations and implementing FIFO procedures.

EDUCATION

10/2004

Paranaque City College of Science & Technology |
Paranaque City
Undergraduate: Electronics

04/2004

Baclaran High School Annex
Baclaran Paranaque,
Philippines
Graduated

MARIO ORDINARIO



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Doha



February 08, 1988



Philippines

EXPERIENCE

09/2022 - Present

Warehouse Assistant

MOHEBI LOGISTICS TRADING & SERVICE



Umm Salal Ali Doha, Qatar

- Company Overview: (MC DONALDS)
- Receiving inbound and local shipments
- Doing quality inspection process(QIP) for all shipments
- Receive/check of inbound and outbound deliveries
- Maintain 5 ws procedure/applying FIFO for stocking/arranging of all new and old shipments
- Ensure the minimum & maximum stock level of each suppliers
- Picking orders via radio frequency (RF)
- Provide orderliness and cleanliness of stockroom/warehouse
- Operating equipment's for loading, unloading and replenishment
- (MC DONALDS)

09/2021 - 06/2022

Warehouseman

THE BRIDGE CO.



Doha, Qatar

- Company Overview: Warehouseman deployed at US base Qatar
- Issuing materials as per needed
- Receiving incoming deliveries
- Deliver material as per order
- Provide orderliness and cleanliness of stockroom/warehouse
- Filling documents & monthly reports of inventory/damaged items
- Warehouseman deployed at US base Qatar

PERSONAL INFORMATION

- Age: 37
- Height: 5'8
- Weight: 90 Kg
- Gender: Male
- Marital Status: Single
- Religion: Roman Catholic

SKILLS

- Professional driver
- Good communication skills
- Operating forklift
- Operating similar equipment
- Basic Ms Word & Excel Literacy

CERTIFICATIONS

- Reach truck
- Forklift

• 05/2017 - 07/2021

Asst. Store Keeper

INTERNATIONAL MEDICAL COMPANY  الشركة الطبية العالمية
INTERNATIONAL MEDICAL COMPANY

Industrial Area Doha, Qatar

- Ensure the minimum & maximum stock level of each supplier
- Loading/unloading product to be deliver
- Receive/check of incoming and outgoing deliveries
- Stock transfer bin to bin via BDI platform system
- Maintain 5 ws procedure/applying FIFO for stocking/arranging of all new and old shipments

10/2014 - 05/2016

Warehouse Man

YUSEN LOGISTICS PHILIPPINES 

Paranaque City, Philippines

- Loading/unloading cargo
- Repacking cargo as per client needs
- Dispatching trucks route import/export
- Preparing invoice/delivery receipt for import cargo
- Daily inventory
- Encoding records of incoming/outgoing cargo
- Operating forklift

12/2012 - 05/2014

WAITER

IREN'S DINER F&B RESTAURANT 

Bacolod City, Philippines

- Provide orderliness and cleanliness of restaurant
- Customer service
- Serving Food and beverage

06/2007 - 12/2008

WAREHOUSEMAN/DELIVERY

SILICON VALLEY COMPUTER CENTER 

Quezon City, Philippines

- Preparing items to be deliver to client and branches
- Delivery
- Receiving shipments
- Monthly inventory

06/2006 - 12/2006

WAREHOUSEMAN/DELIVERY HELPER

SM APPLIANCE CENTER 

Pasig City, Philippines

- Daily inventory
- Residential delivery of appliances
- Filing stocks according to the route