

# MICHAEL B. MORALES

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**POSITION DESIRE:** Any position that fits my qualification.

## OBJECTIVE

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I am keen to secure a role that will enhance my professional skills and provide the essential exposure needed for my career advancement. I aspire to be part of an organization that acknowledges and appreciates its employees' talents, creating an atmosphere conducive to ongoing improvement. With a commitment to utilizing my abilities, I aim to assist the company in achieving its goals and propelling its success.

## SUMMARY OF QUALIFICATION, SKILLS & ABILITIES

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- Knowledge of Standard Procedures in receiving, storing, inventory and releasing of items; Personal computer skills. (Microsoft Excel Worksheet)
- Participate in proactive team efforts to achieve departmental and company goals. Physically capable of performing duties assigned.
- Ability to read and comprehend single instructions, short correspondence and memos; takes great pride in completing a job with accuracy and effectiveness.

## WORK EXPERIENCE

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### **Trieagle Cargo Service LLC**

**Date:** May 22, 2018 – January 31, 2025

**Location:** FF-25-10 DSC Bldg. Port Saeed Road, Deira Dubai U.A.E

### **Office / Logistics Support**

- Managed incoming calls and maintained effective communication channels with clients and visitors.
- Provided prompt and courteous responses to inquiries, enhancing client satisfaction.
- Executed general office duties, including office space cleaning and procurement of office supplies, ensuring a well-maintained and stocked work environment.
- Organized and maintained office files and records, including Statements of Account (SOA), utilizing Microsoft Excel for accurate record-keeping.
- Assisted the administration in managing and updating filing systems to streamline document retrieval processes.
- Oversaw the maintenance of essential office commercial and employee records, such as Trade Licenses and Visa documents, coordinating timely renewals to prevent penalties.
- Handled the dispatch of SOA invoices to clients, diligently followed up on payments via email or phone, and managed the collection of payments, contributing to efficient accounts receivable processes.
- Facilitated the collection and processing of client documents for customs submission, including liaising with Dubai Trade and clearing agent partners.

- Communicated with shipping lines to track the availability of delivery orders and shipment statuses, providing clients with timely updates.
- Ensured the secure handover of original client documents, such as Bills of Entry and Packing Lists, to OL Dubai for customs processing, maintaining a high level of organizational efficiency.

### **Procure Middle East General Trading LLC**

**Date:** February 04, 2014 - March 06, 2018

**Location:** Executive Tower D, Office 1801, Aspect Tower, Business Bay, Dubai U.A.E

### **Storekeeper**

- Managed the receipt of orders from ENOC/EPPCO sites and local markets through Head Office coordination.
- Prepared, organized, and issued order including car additives, oils, and batteries to sales personnel, ensuring accurate and timely delivery.
- Assisted in loading products onto delivery vans and secured signatures of the sales person to confirm receipt of complete and undamaged items.
- Oversaw and responsible for the receiving and unloading of shipments, inspecting newly arrived stock for visible damage or shortages.
- Utilized manual and mechanical handling equipment, such as hydraulic pallet trolleys and forklifts, for the movement and storage of the new items to their proper area.
- Maintained accurate records of warehouse stock levels, delivery invoices, order confirmations, and goods return forms.
- Conducted quality checks on battery ratings, including voltage, CCA, and acid levels, and recharged batteries as necessary.
- Ensured the maintenance of warehouse safety standards, as well as the cleanliness and organization of the storage area.

### **Thyssen Krupp Elevator UAE LLC**

**Date:** June 25, 2006 – July 16, 2013

**Location:** Dubai Intl. Airport Expansion Project, Phase 2 & 3, Dubai U.A.E  
Yas Mall Project, Yas Island Abu Dhabi U.A.E

### **Material Distributor (Logistics)**

- Managed the receipt and unloading of materials for Elevator, Moving Walkways, and Escalator projects, ensuring accuracy in quantity and type upon delivery.
- Conducted thorough inspections of electrical and mechanical equipment, signing off on packing lists and documenting the condition of materials received.
- Maintained meticulous records of all materials received, distributed, and reported discrepancies or damages to the head office for accountability.
- Organized and stored materials efficiently in the warehouse and on-site, utilizing mechanical handling equipment such as hydraulic pallet trolleys and forklifts.
- Supervised supply personnel, forklift, and truck drivers, enforcing safety protocols and conducting briefings to ensure secure delivery and material handling.
- Collaborated with area engineers to establish safe, temporary storage areas on construction sites, optimizing space and preserving material integrity.
- Implemented systematic storage solutions, arranging materials in a manner that prioritized safety and accessibility for ongoing projects.
- Compiled and submitted daily job reports to the operations manager, providing insights into daily logistics activities in the warehouse and on-site.
- Executed weekly inventory checks to monitor stock levels of critical materials, initiating re-order processes to prevent shortages and project delays.

## EDUCATION

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**Philippine Maritime Institute Colleges**

**Date:** 1998 - 2001

**Location:** Sta. Cruz, Manila City, Philippines

**Associate in Marine Transportation (Major in Marine Navigation)**

## COURSES AND TRAININGS

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**Mariners Polytechnic Training Center**

April 2 – 7, 2001

Noveleta, Cavite Philippines

**“Basic Safety Courses and Personal Safety & Social Responsibility”**

**Admiral Maritime Training Institute of the Phils.**

January 31 – February 26, 2002

Sta. Cruz, Manila Philippines

**“Navigational Watch, Shore Based Fire Fighting for Tankers and General Tanker Familiarization”**

**Prime power Manpower Services**

January 19 – 24, 2004

Makati City, Philippines

**“Basic Housekeeping Operations Skill”**

## PERSONAL PARTICULARS

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**Age:** 44 Years Old

**Civil Status:** Married

**Birth Date:** December 8, 1980

**Birth Place:** Caloocan, City

**Nationality:** Filipino

**Passport No:** P5734344B

**Visa Status:** Residence Visa (Spouse Sponsor)

**QID No:** 28060835565