



55915472

carmanr01@gmail.com

Bldg.10 Zone 46, Street 924, Al Thumama, Doha, Qatar

Education

Associate in Computer Technology

Lipa City Public College

2004 - 2006

Expertise

Calibration and

Maintenance

Data Entry

Storekeeping

Material Testing

Visual Merchandising

Sales

Electrical and

Instrument

electrician

Language

English (Fluent)

Filipino(Native

Language)

CARMAN F. REYES

Summary

- Excellent work ethics, Highly flexible, creative, resourceful and can work efficiently with minimum supervision thus achieving objectives set by the company and can acquire new abilities.
- 16 years of work experience in various fields including Calibration Technician, Storekeeper, Data Entry, Laboratory Technician, Visual Merchandiser, Maintenance Technician, Electrical and Instrument Technician, Material Handler etc.



Work Experience

Arab Center for Engineering Studies

Calibration Lead/Technician/Storekeeper/Data Entry/Laboratory Technician

- Responsible for Supervision of technicians and data entry, planning and coordinating with management, dealing with and supporting clients and external supports.
- Responsible for verification and calibration of laboratory equipments
- Responsible for repair and maintenance of laboratory equipments
- Responsible for monitoring the validity of equipment calibration
- Responsible for encoding record keeping monitoring of calibration certificate
- Manage orders for purchased of new equipments and replacement parts.
- Maintain purchase order files and monitor supplier past due reports.
- Manage the process of purchased receipts, update purchasing files and perform general housekeeping.
- Identify critical requirements, contact suppliers, and verify shipments.
- Analyze and manage inventory levels.
- Planning and releasing requirements for purchased equipments
- Responsible for storekeeping, encoding and record keeping of equipments and material used in laboratory
- Responsible for all materials related sampling preparation and testing

2017 - Present

PARI GALLERY

Maintenance Technician/ Visual Merchandiser/Sales Associate
Maintenance Technician:

- Responsible for the maintenance and repair of company showroom and accommodation equipments and appliances and electrical related task.

Visual Merchandiser/Sales Associate:

- Responsible of selling and visual representation of shop floor by maintaining and following high standards from suppliers and management on luxury products such as watches, pens, cufflinks, leather goods and accessories.
- Working closely with the management and marketing team to achieve commercial goals.
- Responsible of arranging, receiving, merchandising and replenishing stocks display as soon as it arrives.
- Installation of visuals, poster back draft stickers and brand logos in accordance with the supplier's standards
- Creation of attractive displays on promotion areas.
- Translating ideas into real designs in the showroom floor.
- Sales Associate

2011

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2017

Saudi Arabian Kentz

Electrical and Instrument Electrician

2008

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2010

- Cable laying, cable tray fabrication, installation, cable splicing and termination.

- Instrument positioning and installation

- Able to read P and ID's

EPSON Precision Philippines

Material Handler

2006

- Handling and delivery of parts for Printer production in the assembly line



References

Alex Oracion

Arab Center for Engineering Studies

Administrative Officer

Phone: +97430109945

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Lab Supervisor

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Allan Amoguis

Arab Center for Engineering Studies

Lab Supervisor

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