

# **RICHARD A. ALCONTIN**

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## **Objective:**

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Hope you gave me a chance to join your company of any vacant position.

## **Summary of Professional Qualification**

- Motivation and patience to work.
- Willingness to learn quickly
- Positive attitude and Team Work
- Time management
- Ability to work for long hours and under pressure

## **Skills**

- Basic electrical Installation
- Computer Literate (MS Excel, Words, Power Point) (Internet and Window Explorer)
- Personal Safety Training and Basic Food Hygiene Training

## **WORKING EXPERIENCE**

### **CULEX FOOD PRODUCTION L.L.C**

April 16, 2019-Present

Dubai Investment Park 2, Dubai UAE

#### **(Machine operator/Food Preparation/Butcher)**

- Carry out production, inspection, packaging and machine operation duties
- Set up machinery and ensure all materials are readily available
- Prepare cooking ingredients by washing and chopping vegetables
- Undertake basic cooking duties such as reducing sauces etc.
- Prepare simple dishes such as salad, entrees etc.
- Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces etc.
- Prepare meat and ingredients to mix using mixing machines
- Prepare meat for sale by performing various duties, such as weighing meat, wrapping it and putting it out for display

## **GAISANO CITY MALL**

March 1, 2014 - February 28, 2019

Cagayan de Oro Phil.

### **(Night shift Grocery Maintenance)**

- Responsible for assisting the warehouse in the successful and timely flow of production work. Assist with and overseas all work that is set-up during the day.
- Responsible for working with the warehouse manager to ensure accurate and Shipping and receiving of all subcontract work materials and finish product
  - Established and maintained designated work areas and arrange as needed
  - Communicate with the co-workers and helping each other
  - Maintain foods safety and clean

## **PALANYA STORE COMPANY**

July 5 2013 - February 1, 2014

Cagayan de Oro Phil.

### **(Warehouse Assistant)**

- Evaluate situations such as rush orders, special deliveries, bulking, loading etc
- Maintained equipment documents, records and inventory of all stock item for the purpose of
- providing written support and conveying information
- Handle with care of the item to avoid wine broken
- Cooperate with others and perform alone
- Always be separated the broken and none broken item
- Always prepared for delivery
- Operate of computerized inventory
- Examined for the delivery before sorting and stocking into the warehouse inappropriate areas.

## **EDUCATIONAL QUALIFICATION**

College Course : Mechanical Engineering  
Cagayan De Oro College, Philippines  
Vocational Course : Electrical Installation and maintenance  
Dubai, United Arab Emirates

## **PERSONAL DETAILS**

**Date of Birth** : June 08, 1992  
**Visa Status** : Employment  
**Nationality** : Philippines  
**Marital Status** : Single  
**Gender** : Male

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**Reference is available upon request.**

Richard Apiag Alcontin

