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FALCON ID # 56404

Hospitality / Food Inspector

Residential Country : Oman Nationality : Philippines  
Resume Title : Processing & Packaging Department Head Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
Xiith	San Pascual National High School	2009	Philippines

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Processing & Packaging Department Head	Reputed Company	Oman	05/2017	/
Qa/qc Document Controller	Arabtec Saudi Arabia Llc		09/2012	09/2015
Production Supervisor	Universal Robina Corporation		03/2011	05/2012
Production Line Leader	Procter & Gamble Philippines		12/2009	02/2011

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

## Additional Skills :

Accountable for all processing, packing & finished goods storage work including:

- Productivity / Processing Management
- Quality of product
- Testing and trials of new product / machine
- Shelf Life of product
- Reduce % of loss

Ensures all produce / product harvested are processed in accordance with agreed parameters and standards

Implement and monitor mechanism to achieve reduced losses during processing and packaging

Ensures all machinery and equipment are maintained and are in working condition through a planned maintenance program

Implement cost saving mechanism to minimize consumables and raw materials while achieving higher processing and packing outputs

Staff management & Training

Management Information System reporting

## Additional Information :

Managed electronic document management system as well as hard copy records on as per company system.

Maintained and examined files to release blueprints, drawings and engineering documents to manufacturing and other departments.

Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, drawings, etc.)

Prepared data reports for various parties in a timely and accurate manner.

Follow up and expedite priority items with relevant managers, engineers, consultants and contractors.

Drive improvement to document control processes and procedures.

Managed and monitored the use of various form set ups among team members.

Well-coordinated with consultants and contractor to send and receive various reports, drawings, submittals and other outstanding issues.

Maintained documents on safety custody without any damaged or deterioration with easy traceability.