

ALEX LLANTERO LLOVIT



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About Me

Marital Status: Married

Height: 5'ft. 5 inches

Passport No: P7836776A
DOE – 05/07/2028

Visa Status :
Residence - Family Visa
[Can join immediately](#)

UAE Driving license;
On process

Nationality:
Filipino

Religion:
Roman Catholic

Language:
English, Filipino

References will be provided
upon request

Competency Summary

15 years' Experience:

- » Operations Supervisor
- » Ability to multitask
- » Excellent negotiation, problem solving and communication skills.
- » Outstanding communication skills, both verbal and written.

Career History

Operations Supervisor (June 2017 – January 2024)

Bicol Ice Incorporated

Daraga Albay, Philippines

- ✚ Responsible of full Ice Plant Day to day operations, from taking order from clients, ensuring there's enough supply of the product
- ✚ Operating and maintaining ice making equipment, including ammonia refrigerant.
- ✚ Operating and maintaining conveyor belts and packaging and palletizing systems.
- ✚ Troubleshooting plant issues, coordinating minor repairs and changing parts. Identifying and recognizing other mechanical problems that need additional repair.
- ✚ Performing pre-scheduled equipment service and keeping, maintaining and organizing appropriate service records.
- ✚ Maintaining the facility in a clean, organized and safe manner.
- ✚ Developing and training employees to improve ice making efficiency. This includes all job performance aspects including safety, quality and cleanliness.
- ✚ Conduct manufacturing processes consistent with Food and Drug Administration regulations
- ✚ Implementing shift schedules.
- ✚ Performing necessary disciplinary functions with plant operators including write-ups, probation, formal and informal suspensions, and terminations.
- ✚ Ensuring that the palletized ice is loaded on trucks effectively.

Office Administrator (June 2013 – May 2017)

Bicol Ice Incorporated

Daraga Albay, Philippines

- ✚ Supports company operations by maintaining office systems and supervising staff.
- ✚ Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- ✚ Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- ✚ Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- ✚ Completes operational requirements by scheduling and assigning employees and following up on work results.
- ✚ Keeps management informed by reviewing and analysing special reports, summarizing information, and identifying trends.
- ✚ Maintains office staff by recruiting, selecting, orienting, and training employees.
- ✚ Maintains office staff job results by coaching, counselling, and disciplining employees, and planning, monitoring, and appraising job results.
- ✚ Achieves financial objectives by preparing an annual budget, scheduling expenditures, analysing variances, and initiating corrective actions.

Education

College:

Aquinas University of Legazpi
Legazpi City, Philippines

Bachelor of Science in Computer Science

TRAININGS & SEMINARS

Communication Skills

Software installation

Basic PC Troubleshooting &
repairs

Assemble computer sets

Laptop and PC Reformatting

Cashier (June 2010 - May 2013)

Bicol Ice Incorporated

Daraga Albay, Philippines

- ✚ Provides a positive customer experience with fair, friendly, and courteous service.
- ✚ Registers sales on a cash register by scanning, itemizing and totaling customers' purchases.
- ✚ Resolves customer issues and answers questions.
- ✚ Bags purchases if needed.
- ✚ Itemizes and totals purchases by recording prices, departments, and operating a cash register.
- ✚ Enters price changes by referring to price sheets and special sale bulletins.
- ✚ Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- ✚ Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- ✚ Balances cash drawer by counting cash at beginning and end of work shift.
- ✚ Provides pricing information by answering questions.
- ✚ Maintains checkout operations by following policies and procedures and reporting needed changes.
- ✚ Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- ✚ Contributes to team effort by accomplishing related results as needed

Technical Assistant (2009)

Department Of Public Works & Highways (DPWH)

Legazpi City, Philippines

On-the-job Training

- ✚ Software installation.
- ✚ Encoding of Project requirements, ongoing and completed Projects
- ✚ Assisting meeting & seminars for provincial office team
- ✚ Basic Computer troubleshooting and repairs
- ✚ Assemble computer sets
- ✚ Desktop and laptop reformatting
- ✚ Packing and delivering the desktop sets to clients
- ✚ Maintaining order and cleanliness of workplace