

# Rico Toledo Solatorio

Sanad Bahrain

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## Highlights of Qualification

- Possess team leader with motivation skills.
- Ability to work in physical and mentally demanding environment.
- Implementation & strict observance of policies and regulations in company.
- Can work with less supervision under Line Manager Instructions.
- Ability to understand and follow oral and written instructions.
- Knowledge in Computer & Microsoft Office applications.
- To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

## Professional Experience



Leading Provider of Marine & Infrastructure Solution

**March 2020 to Present**

Kingdom of Bahrain

**Company Industry : Marine & Infrastructure Solution**

**Duties & Responsibilities : Site Administrator cum Store & Timekeeper**

- Maintaining time sheets and accurately inputting time and attendance data into the computer.
- They verify attendance, hours worked and pay adjustments while tracking overtime hours and approving compensatory time earned..
- Maintain receipts, records, and withdrawals of the stockroom.
- Managing the timely receiving of material/items at stores/stock yard, ensures proper storage, issuing and delivery system at construction site along with maintaining inventory through computer
- Ensure that the store is kept clean and organized.
- Preparing Project Request & Purchased order using Oracle.

Doha, State of Qatar

**Company Industry** : **Total Ground Engineering**

**Duties & Responsibilities** : **Sr. Site Timekeeper cum Storekeeper**

- Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness.
- Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department.
- May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.
- Access an employee's timecard from any computer
- Adjust (hours) hours worked and any time off (leave) an employee has recorded.
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave.
- View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Preparing Project Request & Purchased order using Oracle.

Doha, State of Qatar

**Company Industry** : **Total Ground Engineering**

**Duties & Responsibilities** : **Camp Supervisor**

- Responsible for overall management of the Camp.
- Create and or revise policies and procedure in the Camp.
- Be responsible for maximizing the health and safety of the employees in the Camp.
- Daily monitoring for the Employees.
- Ensure that the camp's grounds are clean and properly maintain.
- Order cleaning supplies to ensure that adequate supplies are kept on hand for the day to day cleaning in the Camp.



**December 2009 to May 2013**

Kingdom of Saudi Arabia

**Company Industry : Amusement Center**

**Duties & Responsibilities : Asst. Team Leader for Customer service & Machine Operators**

- Provide daily toolbox meeting for the staff
- Daily monitoring of all machines to ensure safety awareness.
- Ensuring the safe environment of all costumers
- Repair and assembling machines if needed
- To develop & look for any possible solutions in customer's comments & suggestions regarding of our services.

**Danao City Traffic Police Station**

**March 2007 to December 2009**

Danao City, Cebu, Philippines

**Company Industry : Phil. Government Sector**

**Duties & Responsibilities : Desk Officer**

- Prepare daily night shift report for the following:
  - Staff Attendance
  - Accident & Police Report (if any)
  - Attending some traffic issues in the night time.
  - Night time road check point for all kinds of vehicles
  - Maintaining Logs of all office activities
  - Maintaining the peace & order of the City.

Danao City Branch

**Duties & Responsibilities : Sales Representative. & Stockman**

- Ensure that each customer receives outstanding service by providing a friendly environment which include greeting and acknowledging every customer maintaining solid product knowledge and all others aspects customer service.
- Maintain an awareness of all promotions and advertisements.
- Assist in processing and replenishing and monitoring floor stock.
- Communicate customer requests to management.
- Assist in completing price changes within the department.
- Participate in year-end inventory and cycle counts.
- Assist in ringing up sales at registers and/or bagging stocks
- Maintaining safe and clean work environment by keeping warehouse and workstations.

**Educational Background:**

<b>Diploma</b>	Bachelor of Science in Industrial Technology Major in Automotive Mechanic	1999 to 2004
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**SKILLS**