

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.

IMPERIAL APPLIANCES CENTER**May 2004 to March 2007**

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:

Diploma	Bachelor of Science in Industrial Technology Major in Automotive Mechanic	1999 to 2004
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SKILLS