

Rico Toledo Solatorio

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To Work in a highly competitive working environment where I can fully utilize my skills & knowledge base on my expertise.

Willing to relocate: Anywhere

Work Experience

Private Chauffeur

Logistic Forwarding Services - Manama

November 2023 to May 2024

CEO Personal Driver

Driver

Smart Express Cargo Bahrain

June 2023 to September 2023

- Load and unload cargo.
- Record cargo deliveries.
- Refuel and clean vehicle.
- Report road incidents to the dispatcher.
- Follow traffic laws.
- Inspect trucks and record issues.
- Follow accident procedures.

1

Offshore Storekeeper & Timekeeper cum Site Administrator

Al hassanain Co. B.S.C - Bahrain

March 2020 to December 2022

Leading Provider of Marine & Infrastructure Solution March 2020 to December 2022
Kingdom of Bahrain

Company Industry: Leading Provider of Marine Solutions

Duties & Responsibilities: Offshore Storekeeper & Timekeeper cum Site Administrator

- Project in Bapco for (BMP Trestle Project) Installation of Piles in Offshore.
- Making Connection for Secondary Monitor of RTK System for Pilot View in the Bridge for Barge Movement.
- Site Internet Connection, troubleshooting of office printer & maintenance.
- Manage the store and make daily check for the stock will use in offshore work.
- Maintaining and keeping track of receipts, records, and withdrawals of the stockroom.
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping.
- Overseeing and/or exercising general control over all the tools and activities of the store.

- Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape.
- Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply.
- Assist with handling bulk employee data for processing to payroll finalization.
- Dealing directly with employee on payroll documentation.
- Maintain employee time sheets and overtime records on daily bases.
- Follow the time cards for workers.
- Preparing payroll for site team.
- To prepare employee leave and medical update list.
- Site Internet Connection maintenance.
- Overall Site Administration works.

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Warehouse In-charge & Driver

EVR Vet-Options - Mandaue

September 2019 to March 2020

Company Industry: Veterinary, Hog & Poultry Product Supplier

Duties & Responsibilities: Warehouse In charge & Driver

- Overall, in charge of veterinary stock in warehouse.
- Daily monitoring of stock to insure in good condition before the delivery.
- Daily updating the stock card for to keep updated of the stock in the warehouse.
- Collect the Sale Invoice for preparation of stock delivery and ensure the correct order of stock will prepared to avoid any delays.
- Inventory (Weekly & Monthly)
- Delivering a variety of items from various locations.
- Managing paperwork associated with the deliveries.
- Checking the inventory and verifying the losses if any.
- Following all transportation laws and having a clean driving record.

Sr. Timekeeper

NSCC - Doha, QA

March 2016 to July 2019

Duties & Responsibilities: Sr. Timekeeper

- Receive a written or electronic account of all hours worked and leave taken for all employees, which in turn is used to enter the data into the timekeeping system.
- Obtain supporting documentation for all leave usage, premium pay and compensatory time for travel.
- May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet.
- Ensure Time & Attendance records are submitted on every employee within established deadlines.
- Prepare and validate corrected timesheets, as necessary.
- Follow-up with disciplinary action/employee working.

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Camp Boss

NSCC - Doha, QA

May 2013 to February 2016

Duties & Responsibilities: Camp Boss

- Overall, in charge of labor accommodation.
- Daily monitoring of site personnel not reported in the site and directly informed the site timekeeper.
- Daily check of all room a/c and some damage and make report for make repairing ASAP.
- Daily monitoring of cleanliness of the Camp and implemented the Camp Rules as per company policies.
- Making Weekly and Monthly report of the status of the Camp and submit the report directly to Landlord and HC Executive.

Asst. Team Leader for Customer service & Machine Operators

Abdullah Fuad Holding Company - Riyadh

December 2009 to May 2013

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 service.
- Excellent communication skills.

Education

Bachelor of Science in Industrial Technology in Automotive

1999 to 2004

Skills

- Storekeeping Management
- Information Technology Skills
- Project Site Administration
- Labor Camp Management
- Bahrain Driver License (Expiry Date 09/04/2028)
- Administrative 90% Computer 80% MS Excel 80% MS Word 80% Oracle 85% Timekeeping 95%
- Timekeeping (Manual or Electronic)
- Microsoft Office
- Customer service
- Driving
- Stocking