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Dubai, U.A.E**

BONNIE S. RUIZ

Security Guard/Helper/Sales Boy

OBJECTIVE

Seeking a company where can use the working experience, education, to enhance my skill and capabilities. To expand my knowledge and skills to help the Company meet and surpass its goals

SKILLS

Time management, Flexibility, Adaptability, Team Work, Active Listener and Fast Learner Initiative, responsible, hardworking, can work under pressure and able to work independently without supervision.

WORK EXPERIENCE

Helper cum Driver

DOUBLE J SAND AND GRAVEL CONSTRUCTION - Iloilo, Philippines

2011 - 2022

- Assisting truck drivers in loading and unloading company products.
- Assisting drivers to find delivery locations.
- Delivering construction supplies to customers.
- Maintaining the delivery vehicle's cleanliness.
- Ensuring that supplies to be delivered on time and in good condition.
- Handling physical tasks related to truck or vehicle maintenance.
- Compiling accurate delivery records and reports.
- Ensuring that all safety policies and procedures are adhered to.

SALES BOY

PRINCE SUPERMARKET- Iloilo City, Philippines

2009 - 2010

- Providing information to customers, maintain contact with all customers/clients in the market to ensure high levels of Clients Satisfaction.
- Processing transactions and Stocking shelves.
- Demonstrate ability to interact and cooperate with the company employees.
- Promoting sales through engagement.

- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customers, collaborate with others, solving problems creatively and demonstrate high integrity.
- Proactively establish and maintain effective working team relationship with all support departments.

SECURITY GUARD

Eagle Metrix Security Agency - SM City Baguio Philippines (ACE Hardware, Toy Kingdom, Our Home Department Store)

2004 - 2006

- Greeting customer who enter the shop.
- Patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security.
- Protect property and tenants from theft, damage, trespassing or accidents.
- Provide a visible presence that enforces safety and security.
- Identify and investigate suspicious behavior, threats and irregular activity.
- Respond to alarms and requests for help.
- Monitor and control entrance and departure of employees and visitors according to prescribed protocol.
- Detect and confront unauthorized persons and violators of security procedures.
- Check property through electronic monitoring systems.
- Report rule infractions and violations.
- Monitor and prevent movement of prohibited items into and out of property.
- Enforce relevant laws and regulations pertaining to all individuals on the property.

EDUCATION

Marine Engineering - Under Graduate

Northern Philippines College for Maritime and Technological Studies (NPCMTS)

2000 - 2003

Secondary

Nagtablaan National High School - Philippines

1995 - 1999

Elementary

Pias Elementary School - Philippines

1989 - 1995

PERSONAL DATA

Place of Birth: Salcedo Ilocos Sur, Philippines

Date of Birth: November 30, 1981

Civil Status: Married

Nationality: Filipino

Passport No. : P9964083B

Visa Status: Visit Visa

Languages: Fluent in English, Fluent in Tagalog, Fluent in Hiligaynon (mother language)

