



RONALDO C.

Filipino, Male

Currently Resident in the Philippines

WORK EXPERIENCE

AREA MANAGER/ SAFETY OFFICER 2

All Around Services and Merchandising Corp.
Brgy Immaculate Concepcion, Cubao, Quezon City
January 7, 2020 – May 1, 2022

Duties and Responsibilities:

- Ensuring all staff is aware of the health and safety policies and procedures.
- Expertise in communicating complex tasks in a simple format to line workers and supervisors.
- Control and issue cleaning materials as well as ensuring stock rotation.
- Carry out scheduled cleaning audits to monitor cleaning supervisor's performance and adherence to company standards as per the requirements of the contract.
- Identify training needs and deliver training as required.
- Comply with all company & client policies relating to Basic Occupational Safety and Health Standards as Safety Officer 2 Certificate Holder.
- Determine necessary staffing levels to satisfy scope of work while remaining within the budget.
- Attend weekly management meeting at head office as required submitting written report outlining current status of sites.



HOUSEKEEPING SUPERVISOR/ SAFETY OFFICER 2

All Around Services and Merchandising Corp.
Brgy Immaculate Concepcion, Cubao, Quezon City
April 26, 2012 – January 6, 2020

Duties and Responsibilities:

- Supervise cleaning operations and strict attention to small details of cleanliness.
- Establish best customer service and good leadership.
- Distribute supplies and goods to staff at beginning of shift to manage inventory and maintain proper supplies while controlling expenses.
- Issued assignments to staff and inspected special requests and areas of concentration to encourage smooth flow of cleaning operation.
- Checking facility cleanliness, investigating client complaints, and creating schedules.
- Trained staff on safe operation of cleaning equipment, tools, devices and chemical and cleaning agents to efficiently perform duties and reduce harm to floors, fixtures, staff and environment.
- Strictly monitor proper wastes management in compliance with the direction of the Local Government Unit.

HOUSEKEEPING

All Around Services and Merchandising Corp.
Brgy Immaculate Concepcion, Cubao, Quezon City
April 4, 2009 – April 25, 2012

Duties and Responsibilities:

- Carry out heavy cleaning tasks and special projects.
- Knowledge in 5' S Standard Cleaning Procedure.
- Notify supervisor of occurring facility deficiencies or need for repairs.
- Cooperate with the rest of the team, follow health and safety regulations.
- Ability to operate basic and heavy cleaning tools and equipment such as Low speed and High Speed Floor Polisher Machine, Vacuum Machine, Pressure Washer, Grass Cutter, Automatic 3 in 1 Power Scrubber Machine etc.
- Initiative on adjustments and minor repairs. Ability to multi-task
- Knowledge in cleaning chemicals and supplies and familiarity with Material Safety Data Sheet.



EDUCATION / TRAINING

COMPUTER SYSTEMS SERVICING NC2

ATEC Technological College

November 2022 – Present

SECONDARY

Marcelo H. Del Pilar National High School

April 2006

PRIMARY

Look 1st Lugam Elementary School

March 2002