

# RODOLFO A. PENSOCAS JR.

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## OBJECTIVES:

To seek professional opportunity with a reputed organization wherein my ability and education will be utilized to the maximum level contributing to the success of the organization and self – growth in the company hierarchy.

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## WORKING EXPERIENCES:

### OPERATIONS – PROCESSING DEPARTMENT HEAD

Company	:	Teejan Podponics International LLC.
From	:	May 27, 2017
To	:	Present
Location	:	Barka, Sultanate of Oman

As a Processing Department Head, I am responsible for over-all direction, coordination, planning and operation of processing department by scheduling and directing of operation from receiving the product to core processing system and data processing production environment to ensure efficient, effective and timely service is provided to the customer.

## JOB DESCRIPTION:

- Accountable for all processing, packing & finished goods storage work including:
  - Productivity / Processing Management
  - Quality of product
  - Testing and trials of new product / machine
  - Shelf Life of product
  - Reduce % of loss
- Ensures all produce / product harvested are processed in accordance with agreed parameters and standards
- Implement and monitor mechanism to achieve reduced losses during processing and packaging
- Ensures all machinery and equipment are maintained and are in working condition through a planned maintenance program
- Implement cost saving mechanism to minimize consumables and raw materials while achieving higher processing and packing outputs
- Staff management & Training

- Management Information System reporting

### **QA/QC DOCUMENT CONTROLLER**

Company : Arabtec Saudi Arabia LLC  
 From : September 2012  
 To : September 2015  
 Location : Al Ahsaa, Kingdom of Saudi Arabia

As a QA/QC Document Controller I am responsible for establishing and maintaining an effective document control system. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

#### **JOB DESCRIPTION:**

- Managed electronic document management system as well as hard copy records on as per company system.
- Maintained and examined files to release blueprints, drawings and engineering documents to manufacturing and other departments.
- Process, control and administer incoming and outgoing documents (correspondences, submittals, transmittals, specifications, drawings, etc.)
- Prepared data reports for various parties in a timely and accurate manner.
- Follow up and expedite priority items with relevant managers, engineers, consultants and contractors.
- Drive improvement to document control processes and procedures.
- Managed and monitored the use of various form set ups among team members.
- Well-coordinated with consultants and contractors to send and receive various reports, drawings, submittals and other outstanding issues.
- Maintained documents on safety custody without any damaged or deterioration with easy traceability.

### **PRODUCTION SUPERVISOR**

• Company : UNIVERSAL ROBINA CORPORATION  
 From : March 2011  
 To : May 2012  
 Location : Laguna, Philippines

#### **JOB DESCRIPTION:**

- To efficiently manage production activities to achieve daily/monthly production targets with optimum utilization of manpower, machine and materials at minimum wastages.
- To reduce operation cost of the plant, to ensure that all the machineries, utility and other equipment's / tools are up and running, and to analyze plant performance as a whole and suggest ways for improvement in productivity and cost reduction.
- To suggest, coordinate and implement improvements in the productivity of machines, materials and man and to work for continuous improvements.

- To train & guide technicians, operators, facilitators, packers, etc. working on the shop floor about proper working on the machines, keeping hygiene conditions, keeping records and filling reports, shifting materials, etc.
- To monitor performance of each person working on the shop floor and submit the assessment to the Management. To impart training and guidance to any low performing worker.
- To maintain record of daily production and consumption of plastic sheets and pallets and book stock. Should match with physical stock. To submit daily production and periodical reports at the end of each month.
- Ensure that all machines are up and running with the coordination of the machine breakdown, downtime, preventive maintenance, and troubleshooting of machine.
- To implement ISO and BRC systems and other procedures and circulars as related to production activities and plans to follow the same. Well versed in practicing Food Manufacturing, 5S, Six Sigma, KAIZEN, GMP/GHP and standard best practices in daily production.
- Work towards exceeding KPI's and objectives across all areas of responsibility for the year.

#### **PRODUCTION LINE LEADER**

- Company : PROCTER & GAMBLE PHILIPPINES
- From : December 2009
- To : February 2011
- Location : Laguna Philippines

#### **JOB DESCRIPTION:**

- Lead, coach, direct production teams towards efficient and effective work performances.
- Managed the activities and the performance of production lines and production workers ensuring that the products meet the quality and quantity expectations.
- Maximized productivity to meet production targets and improve efficiencies in the most cost-effective manner.
- Project orientations were conducted in each product.
- Compliance/Completion of quality control points.
- To emphasized good personnel practices; good housekeeping.
- Proper accounting and documentation of damage/rejects finished goods/packaging materials.
- To coordinate with QAI (Quality Assurance Inspector) / SPGL (Shift Production Group Leader) upon discovery of quality events are controlled.
- Strict Implementation of established Quality Policies, SOP's and Controls.
- Can handle RCA (Root Cause Analysis) relation to safety, security, quality, and production gap issues.
- To managed production worker's work schedule to ensure manpower availability.
- To coordinate Human Resources Department for replacement of production workers.

- Obligated to meet production volume targets and MPSA (Master Production Schedule Adherence).
- To implement corrective and preventive actions identified through the quality process.
- Strict enforcement and compliance with, quality, security, health and safety policies, including detailed incident and accident reporting.
- Proper documentation through DPR (Daily Production Report).

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## SKILLS AND ABILITIES

Knowledgeable in use of spreadsheets, data base, ACONEX, Primavera P-6, TechOps and selected jobs specific software. Ability to use computer, rapidly input data, retrieve records and information. Can organize work load and can manage a filling methods and management techniques. Expertise in use of Microsoft Office, Adobe Photoshop and AutoCAD.

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## EDUCATION

SECONDARY	SAN PASCUAL NATIONAL HIGH SCHOOL SAN PASCUAL BATANGAS, PHILIPPINES 2008-2009
PRIMARY	BOLO ELEMENTARY SCHOOL BOLO, BAUAN, BATANGAS, PHILIPPINES 2003-2004

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## PERSONAL INFORMATION

Age	:	29 year old
Birthdate	:	July 26, 199
Birth Place	:	Batangas City, Philippines
Height	:	5'10" ft.
Language	:	English / Basic Arabic
Passport No.	:	EC6901724 (Valid until March 04, 2021)

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## CERTIFICATIONS

- Highfield Level 3 Award in HACCP for Catering RFQ / Food Manufacturing
- ISO 22000:2005 Internal Auditor
- Level 3 Award in Supervising HACCP for Catering / Food Manufacturing

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REFERENCES:

- **HARRY L. RIGGS**  
COMPANY PRINCIPAL  
TEEJAN PODPONICS INTERNATIONAL  
[harry404@gmail.com](mailto:harry404@gmail.com)
- **NAJEEB AHMED KHAN**  
HORTICULTURE – HEAD GROWER  
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- **RUBEN L. MAXIMO**  
QA/QC MANAGER  
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*This is to certify that the above information is true and correct to the best of my knowledge and belief*

**RODOLFO A. PENSOCAS JR.**

Signature