

JUAN DELA CRUZ

Forklift Operator | Warehouse Operator

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PROFESSIONAL SUMMARY

Forklift Operator and Warehouse Operator with more than 8+ years of experience across distribution, manufacturing, packaging, and steel-industry environments. Skilled in counterbalance, reach truck, roll-clamp, electric pallet truck, and heavy-capacity forklift operations with load capacities of up to 10 tonnes. Experienced in material handling, loading and unloading, stock organisation, inventory transfers, pre-start inspections, damage reporting, and production support. Safety-conscious team member with experience following quality, environmental, and workplace safety procedures. Holds National Certificate II in Heavy Equipment Operations (Forklift).

CORE SKILLS

- Counterbalance forklift operation
- Reach truck operation
- Roll-clamp forklift operation
- Electric pallet truck operation
- Heavy-capacity forklift operation up to 10 tonnes
- Loading, unloading, and material handling
- Warehouse and production support
- Stock organisation and inventory transfers
- Inventory monitoring and audits
- Pre-start equipment inspections
- Hazard, damage, and discrepancy reporting
- Receiving reports and warehouse documentation
- Safe handling of steel coils and paper rolls
- Quality, safety, and environmental compliance
- Housekeeping and workplace organisation
- Teamwork and communication

PROFESSIONAL EXPERIENCE

Counterbalance / Reach Truck Operator

San Rafael Distribution Corp. | December 2023 - Present

- Operate counterbalance and reach trucks to move, load, unload, and store materials and finished goods.
- Complete pre-start equipment inspections and report damage, hazards, and stock discrepancies to supervisors.
- Organise stock by category and maintain accurate storage locations.
- Process inventory transfers and support accurate stock control.
- Work closely with production teams to support daily operational requirements.
- Participate in inventory audits and maintain clean, safe, and organised storage areas.

Reach Truck Operator

Meridian Prime Manufacturing Corp. | January 2021 - September 2021

- Operated reach trucks to stack, retrieve, and organise finished goods on warehouse racking.
- Positioned and secured products safely while maintaining accurate storage locations.
- Performed routine forklift inspections before and during operations.
- Reported equipment defects and maintenance requirements to supervisors.
- Followed workplace safety procedures and material-handling requirements.

Materials Handler / Forklift Operator**Veritas Glass Manufacturing Inc. | February 2020 - August 2020**

- Operated forklifts to move, load, and unload glass products and warehouse materials.
- Handled glass products carefully in accordance with workplace safety and personal protective equipment requirements.
- Monitored inventory and supported general warehouse operations.
- Reported equipment issues, workplace hazards, emergencies, and product concerns.
- Maintained safe and organised work areas.

Roll-Clamp Forklift Operator**Lakeshore Packaging Corporation | May 2019 - January 2020**

- Operated roll-clamp forklifts to load and unload paper rolls from trucks, storage racks, and production machinery.
- Transported paper rolls safely and efficiently throughout the facility.
- Supported production and shipping requirements by delivering materials on schedule.
- Inspected products for visible damage and reported issues appropriately.
- Completed routine forklift inspections and followed site safety procedures.

Warehouse Clerk / Forklift Operator**Cordova Steel & Coil Trading Inc. | December 2015 - April 2019**

- Operated forklifts to move, load, unload, and pack materials, including coils of up to 10 tonnes.
- Inspected incoming and outgoing orders for quantity, condition, and accuracy.
- Prepared receiving reports and maintained warehouse documentation.
- Issued materials to production teams based on operational requirements.
- Monitored stock levels and updated warehouse records.
- Followed quality, environmental, and workplace safety procedures.
- Maintained clean, organised, and hazard-free work areas.

LICENCES AND CERTIFICATIONS**National Certificate II in Heavy Equipment Operations (Forklift)**

Valid January 2025 – January 2030

REFEREES

Available upon request