****

**ELVIN**

[Elvin.306904@2freemail.com](mailto:Elvin.306904@2freemail.com)

**Nationality**: Filipino

**Language Skills**: English

**Education**

Bachelor in Industrial Technology 2006 Graduate

Bachelor of Science in Electrical Engineering S.Y. 2001-2004

**Visa Status:** Visit Visa

**Availability:** Immediate

**Objective**

To obtain a full time job in your company which offers a good working environment, enables me as an employee hopeful to grow while contribute in meeting the company’s goals.

**Personal Details**

Age: 32

Birthday: July 27, 1984

Birth Place: Baler, Aurora

Gender: Male

Civil Status: Single

Height: 5’ 5”

Weight: 70 kg

**ADMIN COORDINATOR|DATA ASSISTANT/ TIMEKEEPING CLERK**

Office Management | Fleet Mgt. | Process Improvement | Logistics

**PROFESSIONAL HIGHLIGHTS**

*A hardworking, initiative, pro-active, flexible candidate with over 8 years of experience in working. Concentrated in Administrative or Clerical / Accounting Related, with exposure to Human Resources / Payroll. Hands-on experience in consolidating and analyzing related data; observant insight to create optimal solutions that always make business operations smooth. Passionate about customers' internal and external needs, wants, and insights, with experience in working in IMS & ISO certified organizations.*

**Work Experience**

**ADMINISTRATIVE/FLEET SERVICES COORDINATOR**

June 1, 2015 to September 9, 2016 1 year and 3 months

*Emperador Distillers, Inc. Quezon City, Philippines*

* **Data entry** for incoming and outgoing documents ,ensures accuracy, quality and integrity, processed in a timely manner filed chronologically and properly labeled.
* **Receiving** calls and email complains, inquiries and requests of both external and internal customers of the company.
* Facilitates Vehicle Repairs Orders and disseminates related request documents through SAP ERP system.
* Acts as Inventory clerk for compilation and maintaining records of quantity, type, and value of auto spare parts, equipment (Hand Pallet truck & Forklift), or supplies stocked for fleet department.
* C***oordinates*** to over 20 branches of the company nationwide and to over 100 accredited Repair Centers and Suppliers Nationwide.
* **Liaise** to the group and other department/office to update the status of their request.
* Processed request of payments to over 100 accredited Repair Centers and Suppliers of the company.
* Procure brand new vehicles/trucks, auto parts, tires, batteries, accessories, etc.
* Issues POs through **SAP ERP** system within the specified quantity, quality and timeline request by the end user.
* Reports on vehicle utilization and maintains of company vehicle **inventory** composed of a large fleet of over 450 units including instant alerts and driving activity reports on Vehicle Tracking System (**VTS)** to 50 unmark vehicles.
* **Evaluating** repair request and supplies ordering to determine consistency, to identify best way and any needed **system/process improvements** and to ensure that repair and maintenance, procurement policies and practices comply with company standards.
* Conduct effective management of accident reports in coordination with insurance officer.
* Designs and reviews re-fleeting program
* Performs field work and onsite inspection

**ADMIN ASISSTANT/FLEET COORDINATOR**

March 1, 2011 to May 30, 2015 4 years and 3 months

*Excel Quality, Inc. - Maynilad Water Services, Inc. Quezon City, Philippines*

* **Data entry** for incoming and outgoing documents ,ensures accuracy, quality and integrity, processed in a timely manner filed chronologically and properly labeled.
* **Coordinator** to 21 branches/offices of the company and to our accredited repair centers and suppliers.
* **Liaise** to the group and other department/office to update the status of their request. Receiving calls and email complains, inquiries and requests of both external and internal customers.
* **Processed** monthly renewal of vehicles registration in an average of 15 units.
* Oversees **dispatching** of company vehicles to 21 branches of the company and evaluates the weekly schedules and plans of 15 units of the company’s carpooling to ensure and maximize the carpool drivers and service vehicles utilization.
* Reports for instant alerts and driving activity reports on Vehicle Tracking System (**VTS)** to 15 units of the company’s carpooling.
* Evaluates repairs and supplies ordering to determine consistency, to identify best way and any needed system/process improvements and ensure that repair and maintenance, procurement policies and practices comply with company standards.
* Weekly reporting of fuel consumptions/transactions composed of large fleet of over 500 cards
* Requestor to over 500 fleet cards for immediate cancellation, creation & replacement and settlement of decline transaction/s in coordination with gas & oil provider (Chevron Philippines CSR).
* Monthly inventory reporting to over 500 vehicles both (company owned & rental) and to over 20 units of heavy/light trucks of the company
* Conducts effective management of accident in monthly average of 5 reports in coordination with insurer.
* Organized 10 – 12 yearly defensive driving seminar for newly authorized drivers, those drivers involved in vehicular accident and refresher for old drivers in coordination with HR.
* Manages manpower and responsible to teach/train our new hired employee/s.
* Responsible for issuance of disciplinary action in coordination with HR and Legal Dept.
* Actively participates in company management meetings, discuss issues and concerns and makes recommendations for business and process improvements.
* **Timekeeping** of time card and prepare DTR template summary for Payroll.
* Ensure that the needs and expectations of clients are met and satisfied.

**PROJECT SUPERVISOR/TIMEKEEPER**

May 2008 to August 2008 & September 2009 to February 2011 1 year and 10 months

*Excel Quality, Inc. (Service Provider) Cavite, Philippines*

***Project Supervisor/Coordinator*** *for Royal Tern Ceramics Philippines, Inc., MAHLE Filter Philippines, Corp. and Unilever Philippines, Inc., Cavite Plant*

* Supervised with over 100 production workers, office staff and delivery riders Cavite area.
* Schedule and conduct company orientation for newly hired employees.
* Responsible for issuance of disciplinary action in coordination with Legal Dept.
* Timekeeping of time card and prepares DTR template summary for Payroll.
* Participates in company management meetings, discuss issues and concerns and makes recommendations for business and process improvements.
* Prepares monthly reports (manpower update, inventory, processed applicants and resigned employees/finished contract.)
* Prepares purchase request for uniforms, office supplies, etc.
* Responsible for follows up billing and collection
* Ensures that the needs of client are met and satisfied with our service

**HR Officer**, Cavite Field Office

* Responsible for incoming and outgoing employees.
* Attends jobs fair/ field work or out sourcing.
* Issuance of uniforms and company ID
* Submit 201 files at EQI Head office for data encoding in Personnel Information System(PIS)
* Processed clearance certificate for outgoing claimants.
* Monthly report for accomplishments, uniform inventory, office supplies and other company’s assets.

*Other Projects Held*

**PROJECT SUPERVISOR/TIMEKEEPER**

July 1, 2009 to August 30, 2009 2 months

Unilever Philippines, Inc., UN Ave. Metro Manila, Philippines

**PROJECT SUPERVISOR/TIMEKEEPER**

February 16, 2009 to June 30, 2009 4 months

*Ortigas and Company Limited Partnership (OCLP), Ortigas Ave., Metro Manila, Philippines*

**DISPATCH OFFICER/TIMEKEEPER**

August 16, 2008 to February 15, 2009 6 months

*Excel Quality, Inc.* Head Office, Metro Manila Philippines

**SAFETY OFFICER**

March 3, 2008 to May 15, 2008 3 months

*Unilever Philippines, Inc.* Cavite Plant, Cavite, Philippines

**Seminars and Trainings**

Effective Fuel Efficiency Seminar, UP Diliman, Quezon City, Philippines

Effective Vehicle Operations and Defensive Driving Seminar, Maynilad Quezon City, Philippines

Defensive Driving Seminar, Maynilad Water Services, Inc.

November 8, 2012

Corporate Clean Fleet Management 101 Seminar, Meralco Compound,

Ortigas Ave., Pasig City, April 16, 2011

Loss Control Management Course, World Safety Organization, (WSO)

Gen. Trias Cavite, Philippines, April 21-25, 2008

Basic Occupational Safety and Health (BOSH), Safety Organization of the Philippines (SOPI) Mandaluyong City, February 18-22, 2008

**Affiliations**

Member – Safety Organization of the Philippines, Inc. (SOPI)

February 18, 2008 – February 18, 2009

Member – ASCOT Alumni Association

2006 – up to present

Member – Institute of Integrated Electrical Engineers (IIEE) Ascot Chapter

2001 – 2003

**Personal References**

Will be available on request