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| **ZOILO** [**ZOILO.327064@2freemail.com**](mailto:ZOILO.327064@2freemail.com) | |
| Project Management skills  * Creating realistic and achievable project plans. * Demonstrate commitment to safety throughout a projects lifespan. * Ability to lead and develop a team. * Resolving/escalating issues in a timely fashion. * Promoting a company’s image & marketability.  Personal Strengths  * High adaptability & scrupulously vigilant about details. * Cooperates & Collaborates easily with other staff. * Perseverance and Integrity towards work, passionate and hardworking. * Flexible and has keen eye for details. * Innovative thinking, excellent research and observe time management. * A high level of business acumen * Possessing a firm understanding of multiple project management methods * Results driven; forward   thinking with a problem  solving mentality  **Skills**   * Proficient in Microsoft Programs line Word, Excel & PowerPoint & all other windows application & net surfing. * Knowledgeable in Auto Cad Drawing.   **Training & Seminars**   * **Basic Troubleshooting –** *Aug.2012* * **Marketing & Collection Strategies –** *May, 2011* * **Seminar on Business Relation -** *March, 2009*   **Character References**   * Available upon request | Career Summary  A high caliber individual with gravitas & proven track record of successful project management through methodical, thorough and diligent work. A natural relationship builder equipped with the vision and purpose to dive organizational change. A flexible and able to adapt positively to any changes that may arise. In order to be able to work with company that is known for its industry–leading talent and unmatched commitment to customer success.  Work Experiences:  **Project Supervisor / Foreman**  ***Clear View Turnkey Projects***  ***Landscaping & Artificial Grass Projects***  ***Dubai – UAE***  **November 2014– Oct. 2016**  Responsibilities:   1. Responsible for the planning, management and installation projects. 2. Communicate customer ideas through plans and designs. 3. Measure areas and charge appropriately to allocate material expenses appropriately. 4. Ensure deadlines and cost targets are meet. 5. Maintain required project documentation, and communicate projects to installers. 6. Regularly communicate with clients, contractor and staffs. 7. Conducting quality assurance work around to ensure a quality installation. 8. Supervise & Train subordinates in proper work methods & oversee their work in line with project goal. 9. Chase delegated task to ensure progress to deadlines. 10. Collect and submit all payments to Finance for processing.   **Operation Analyst**  ***Pepsi-Cola Product, Philippines***  **January 2013 – June 2014**  Responsibilities:   1. Accept delivered packages by comparing invoices with the delivered products to ensure the correctness of the shipment. 2. Production control 3. Prepare & verify accurately stock records and statement. 4. Coordinate stock clerical activities with the management office on a daily basis. 5. Product quality checking.   **Financial Consultants**  ***First Country Bank, Philippines***  **March.2012 – December 2013**  Responsibilities:   1. Find potential clients, individuals or businesses in need of loans. 2. Contacting clients and setting up meetings, either within an office environment or in clients' homes or business premises; 3. Meet with applicants to obtain information for loan applications & to answer queries about the process. 4. Often act as Sales people, persuading clients to obtain loan from their institutions. 5. Assisting possible clients to make informed decisions. 6. Promoting and selling financial products to meet given or negotiated sales targets. 7. Reaching out to prospective clients and building a strong customer base.   **Restaurant Supervisor**  ***Bob Marlin Food Resto, Philippines***  **February 2010 – January 2012**  Responsibilities:   1. Supervise and participate in kitchen and dining area cleaning activities. 2. Resolve customer complaints regarding food service. 3. Train workers in food preparation, and in service, sanitation, and safety procedures. 4. Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups. 5. Assign duties, responsibilities, and work stations to employees in accordance with work requirements. 6. Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards. 7. Recommend measures for improving work procedures and worker performance to increase service quality and enhance job safety. 8. Perform personnel actions, such as hiring and firing staff, providing employee orientation and training, and conducting supervisory activities, such as creating work schedules or organizing employee time sheets. 9. Analyze operational problems, such as theft and wastage, and establish procedures to alleviate these problems. 10. Record production, operational, and personnel data on specified forms. 11. Present bills and accept payments. 12. Greet and seat guests, and present menus and wine lists. 13. Schedule parties and take reservations. 14. Evaluate new products for usefulness and suitability. 15. Compile and balance cash receipts at the end of the day or shift. Perform food preparation and serving duties. 16. .Conduct meetings and collaborate with other personnel for menu planning, serving arrangements, and related details. 17. Develop equipment maintenance schedules and arrange for repairs. 18. Perform various financial activities, such as cash handling, deposit preparation, and payroll. 19. Purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services.   **Team Leader**  ***Zondra Carpet House - Philippines***  **March 2009 – December 2009**  Responsibilities:   1. Planning & scheduling team members project priorities. 2. Responsible for measuring & pepping rooms for the installation of carpet. 3. Prepares exhibit samples for selection, rips up old flooring & install carpet in offices, homes & buildings. 4. Lay floor coverings in buildings, offices, airports, homes, restaurants & businesses. 5. Install carpet on floors. 6. Measure rooms & draw up specification for carpets 7. Remove & dispose of old flooring.   **Assistant Auto Mechanic**  ***Mitsubishi Motors Philippines***  **March 2008 – February. 2009**  **Sales Representative & Assistant Auto Mechanic**  ***JY Brothers Auto-Parts & Repair Corp., Philippines***  **Oct.2006 – Jan. 2008**  Responsibilities:   1. Lubricates equipment in accordance with established procedures and charts; 2. checks and changes oil, oil filters and air filters, fuels and services buses and other vehicles; 3. Replaces hoses, belts, water pumps, batteries and similar equipment and parts, brake pad/brake shoe. 4. Checks fan belts, hoses, wiper blades and other safety equipment; checks radiators and batteries, checks water and antifreeze levels; checks air in tires and adjusts pressure. 5. Maintains records of work performed and the need for future servicing. 6. Cleans and maintains shop facilities and equipment. 7. Troubleshoot, checking and repairing basic electrical wirings. 8. Checking under chassis and Maintain vehicle functional condition. 9. Customers in charge for recommending good auto parts. 10. Completing preventive maintenance. 11. Assists the mechanic(s) in performing moderate to complex overhaul and repair work on engines. 12. Performs other related work as required and assigned.   **Sales Executive cum Stock Clerk & Cashier**  ***Body Shop, Philippines***  **July 2005 – August 2006**  **Sales Executive cum Fashion Consultant**  ***Marithe Francois Girbaud, Philippines***  **February 2004 – March 2005**  **Sales Executive cum Stock Clerk & Cashier**  ***Bench-Suyen Corporation, Philippines***  **March 2002 – Jan 2004**  Responsibilities:   1. Accept delivered packages by comparing invoices with the delivered products to ensure correctness of the shipment. 2. Maintain inventory system. 3. Prepare & verify accurately stock records & statement. 4. Coordinate stock clerical activities with the management office on a daily basis. 5. Entertain customers accordingly with proper decorum. 6. Customer & Cashier in-charge. 7. Supervised supplies, materials & equipment. 8. Prepare and make the final reports in daily routine obligation & prepare daily account reports. 9. Responsible for date encoding & filing the pertinent papers & other communication letters.   Educational Background:  **Short Courses : Auto Cad Basic**  Oct.2015 – April 2016   |  |  |  | | --- | --- | --- | | **College** | : | **Bachelor of Science in Industrial Technology**  **Major in Machine Shop Technology**  Bicol State College of Applied Science & Technology – Naga City, Philippines  *March 2014* | | **High School** | **:** | **Naga College Foundation**  Naga City, Philippines  *March 2000* | | |