

**AUGUSTO WONG CARPIO – CV No. 1999188**

Objective  
  
To contribute actively to the development and growth of a company by utilizing my knowledge, experience and skills.

Summary  
  
Over 4 years’ progressively responsible administrative experience. Highly skilled in preparing and managing office correspondence, reports and documents, and operating office functions, including auto-mechanical works. Demonstrated ability to work in the top Car Manufacturing company and able to manage general office operations. Skilled in MS Word and MS Excel.

Core Competencies

* Hands on experience in handling administrative requests
* Proficient in delivery services and navigation processes
* Work Order Prioritization
* Strong auto-mechanical background and ability to identify potential vehicle operation problems. Mindful of all current safety rules governing vehicle operation.
* Excellent driving history
* Skilled in handling the necessary paper trails and associated documentation work
* Proficient in resolving the technical minorities of delivery vehicles
* Well-trained in administrative work
* Hard working, flexible and willing to be trained.
* Ability to work independently, both as a leader and a member of a global team
* Ability to multi task
* Ability to prioritize and follow up on issues
* Self-motivated, dynamic team player
* Proficient in Microsoft Office
* With good Analytical, Leadership & Marketing Skills
* Able to work under pressure

Academic Qualification

**Bachelor of Science in Custom Administration (BSCA)**  
Philippine Maritime Institute  
SY: 2004-2010

Professional Experience

Company **TOYOTA MOTOR PHILIPPINES CORPORATION**Address **Head Office & Santa Rosa Plant, Philippines**  
Position **Administrative Associate**  
Department **General Services Department – Motor Pool**   
Tenure **December 2012 – December 2016**

Key Responsibilities:

* Serves as a liaison officer managing administrative activities in General Services Department
* Receive requests for car parts replacement and create job orders
* Responsible for submitting reports to GSD Heads for approval and processing
* Coordinate and submit all locking documents for claims of insurance
* Coordinate and organize spare parts packages issued by Toyota Dealers
* Registration of order confirmations
* Ensure materials/products are received/installed and deliver the car to dealers for repair when necessary
* Receive requests for shuttle services from different department
* Process and allocate schedule services and dispatch additional vehicles when necessary
* Manage and document trip tickets and assign each driver their respective trip schedules
* Monitor and document gas consumption
* Serves as a team leader managing car requests to be used for company events (Toyota Model new launches, Auto show and race cups)
* Coordinate details of events and manage vehicle allocation needed
* Create a detailed schedule of drivers and provide allowances released by Marketing Team
* Document expenses used for gas consumption, toll fees, parking and miscellaneous fees
* Coordinate with Public Relation Officers for media test drive
* Schedule and monitor incoming and outgoing vehicles used for photoshoot, test drive and comparison to other models
* Responsible in processing new/renewal of RFID Electronic Toll Collection (ETC) tags of all vehicles for corporate use
* Administer plate number registration in Land Transportation Office

Company **BENCH Lifestyle/Clothing**  
Position **Warehouse Personnel**   
Department **Imported Purchase Order** **(IPO)**  
Tenure **May 2012 – October 2012**

Key Responsibilities:

* Receiving and processing warehouse stock products
* Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
* Open bales, crates and other containers
* Sort and place materials or items on racks, shelves or in bins according to organizational standards
* Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
* Prepare parcels for mailing
* Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
* Complete diary logs into inventory
* Report any discrepancies
* Communicate and cooperate with supervisors and coworkers
* Operate and maintain preventively warehouse vehicles and equipment
* Follow quality service standards and comply with procedures, rules and regulations

Company **Jollibee Foods Corporation – Philippines**  
Position **Service Crew / Kitchen**  
Tenure **September 2006 – February 2007**

Key Responsibilities:

* Take orders from customers and present them as requested
* Process bills for the customer and also issue them receipts
* Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
* Pack foods ordered by customers and serve them in the most efficient manner
* Set the table in an orderly manner before customers show up
* Get tables cleaned once customers are through with their dining
* Provide helpful answers to queries or questions proffered by customers
* Furnish customers with helpful information regarding service time and special deal offers.

Personal Information

Birthday **4 August 1987**  
Citizenship **Filipino**  
Address **101 Mazhar Plaza Building Salahuddin Deira, Dubai**Visa Status **Visit Visa valid until 16th February**

Reference

Available upon request

|  |
| --- |
| AUGUSTO WONG CARPIO – CV No. 1999188  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |