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| **JOSE**  Email · [jose.381783@2freemail.com](mailto:jose.381783@2freemail.com) |
| I would like to offer and share my **Knowledge**, **Efficiency, Capability** and **Working Experience** for more than **twenty eight** (28) **years** and at the same time to enhance, develop and explore more my skills and knowledge with the new method of strategies and ideas for the advancement of my chosen career and to meet new challenges through team work for achieving the Company goals and objectives. |

# Experience

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| january 16, 2017 – may 31, 2017OPERATIONS manager, psi-International HEALTHCARE STAFFING, INC., / THE MEDICAL CITY. Responsible in planning, directing, organizing and controlling the day to day operations activities and to ensure and improved the performance, productivity, efficiency and profitability of our departmental operations through the provision of effective methods and strategies. mAY 1, 2003 – AUGUST 31, 2014CREWING manager, ACE NAVIGATION COMPANY / VELA INTERNATIONAL MARINE, LIMITED (DUBAI). Responsible for the timely deployment of qualified, efficient and competent seafarer’s in accordance with the requirements set forth by the Company or Principal in compliance to the National / International standards as per amended STCW ‘2010 requirements. |
| SEPTEMBER 3, 2001 – APRIL 30, 2003RECRUITMENT manager, ACE NAVIGATION COMPANY / VELA INTERNATIONAL MARINE, LIMITED (DUBAI). Responsible for the proper sourcing, selecting and hiring of qualified, effective and capable applicants in accordance with the requirements / standards set forth by the Company / Principal.  **AUGUST 7, 2000 – AUGUST 31, 2001** DOCUMENTATION OFFICER, GRAND MARINER CORPORATION. Responsible for the smooth coordination with the different government and private agencies pertaining to crew documentations to ensure their timely deployment in accordance to the National / International requirements as per amended STCW ‘2010 Standards. |
| **JANUARY 4, 1999 – FEBRUARY 29, 2000** MARINE DOCUMENTATION MANAGER, SOLEX MARITIME CORPORATION. Responsible for the smooth coordination with the different government and private agencies pertaining to crew documentations to ensure the timely deployment of all departing seafarer’s in compliance to the National / International standards as per amended STCW ‘2010 requirements. |
| **JUNE 16, 1993 – SEPTEMBER 30, 1998** LIAISON OFFICER, MAGSAYSAY MARITIME CORPORATION / FAIRMONT SHIPPING (VCR) LIMITED. Responsible for the smooth coordination with the different government and private agencies pertaining to the application, filing, renewal and releasing of Ship’s Certificates in accordance to the National / International Marine Organization standards.  **OCTOBER 12, 1992 – JUNE 15, 1993** PURCHASING OFFICER, MAGSAYSAY lines, INC., / BLS MANAGEMENT CONCEPT AND SERVICES, INC., Responsible for the efficient and timely purchase of all non-sale needs of the Company at the least possible cost and at the best possible terms.  **JUNE 9, 1989 – SEPTEMBER 22, 1991** MATERIALS SUPERVISOR, ISETANN DEPARTMENT STORE, INC., Lead and controls the operations in our Department to ensure optimum level of inventory as well as the proper safekeeping, controlling and monitoring the movement of Company property and assets.  **JUNE 27, 1987 – SEPTEMBER 30, 1988** ACCOUNTING CLERK, ARBIL décor & FURNITURE (KINGDOM OF SAUDI ARABIA). Responsible for the preparation of Check and Vouchers, Daily Cash Position Report, Posting the daily transaction to Cash Disbursement and Sales Journal Book, Posting the Debit and Credit Memorandum, Preparations of Monthly Statement of Accounts and Monthly Schedules of the Account Receivable and Related Allowance for Bad Debts, Land and other Investments, Property and Equipment, Furniture and Fixtures and related accumulated depreciations, Notes Payables and Receivables, Monthly Trial Balance and Employees Payroll.  **JULY 7, 1983 – MAY 30, 1987** ACCOUNTING CLERK, SHOEMART DEPARTMENT STORE, INC., Responsible for the processing and releasing of Check Payments, Posting the Daily Transactions to Cash Disbursement Book and Sales Journal Book, Posting the Debit and Credit Memorandum in preparations for Monthly Trial Balance, Preparations of Monthly Statement of Accounts and Monthly Schedules of the Accounts Receivable and Accounts Payables and performs other duties as may be assigned in related to Accounting. |
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# Education

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| april 16, 1983bachelor of science in business administration, national college of business and arts. With a degree of Business Administration major in Business Management. |
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# Skills

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| * Business Administration and Management. * I know the processing of Ship’s and Seafarer Certificates and Documentations in compliance to National / International Standards. | * I know how to operate Computer Software such as: MS Word, MS Excel, MS Power Point. * I know how to Drive (Private only). |
| * I know how to speak English, Arabic, Tagalog and Pampango. | * I know how to operate Scanner, Xerox and Facsimile Machine. |

# Activities

I was a volunteer member for the following Organizations / Affiliates such as:

1. Heart of Buddies Charity, Inc.,
2. 5 Pillars of Justice Associations of the Philippines, Inc.,
3. Knight of Justice of the Philippines, Inc.,

* **SEMINARS / TRAINING ATTENDED :**

**Theme : TMC – Stress Management.**

**Theme : TMC – Corporate Orientation.**

**Theme : TMC – Effective Communication Skills.**

**Theme : TMC – JCIA Orientation.**

**Theme : OnSoft Computer System (OCS).**

**Theme : 9th Asia Pacific Manning Conference.**

**Theme : Time and Stress Management Workshop.**

**Theme : Vela Senior / Junior Officers Conference.**

**Theme : QS 204 Documenting and Implementing An**

**ISO 9001 - 2000 Quality Management System.**

**Theme : ISO 9001 - 2000 QMS Standard.**

**Theme : Tanker Chartering.**

**Theme : 5 “S” Principle.**

**Theme : Basic Safety Course.**

**Personal Survival Techniques.**

**Fire Prevention and Fire Fighting.**

**Elementary First Aid.**

**Personal Safety and *Social Responsibility.***

**Theme : ISO 9001 – 2000 Quality Management System.**

**Theme : 5 “S” of Good Housekeeping.**

**Theme : Procedures Training.**

**Theme : ISO Awareness Training.**

**Theme : Marine Hull Insurance and Claims Course.**

**Theme : ISO 9000 Awareness.**

**Theme : Supervisor’s Seminar.**

**Theme : The Allen Management Supervisory Program.**

**Theme : ABC of Interviewing.**

* **BASIC FUNCTION AS A OPERATIONS MANAGER:**

Responsible in planning, directing and coordinating the day to day operations activities and

to ensure and improved the performance, productivity, efficiency and profitability of departmental operations through the provision of effective methods and strategies.

**DUTIES AND RESPONSIBILTIES:**

1. **Coordination and Supervision -** Coordinate, manage and monitor the day to day

operations activities to ensure production efficiency, quality, service, and cost-effective

management of resources.

1. **Financial -** Review financial statements and data. Utilize financial data to improve

profitability. Prepare and control operational budgets. Control Inventory. Plan effective

strategies for the financial well being of the Company. Review activity reports and

financial statements to determine progress and status in attaining objectives and revise

objectives and plans in accordance with current conditions.

1. **Best Practices -** Improve processes and policies in support of organizational goals.

Formulate and implement departmental and organizational policies and procedures to

maximize output. Monitor adherence to rules, regulations and procedures. Approved

Company operational procedures, policies, and standards.

1. **Human Resources -** Plan the use of human resources. organize recruitment and

placement of required personnel. Establish organizational structures. Delegate tasks and

accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate

performance of personnel’s in compliance with established policies and objectives of the

company and contributions in attaining objectives.

1. **Production -** Coordinate and monitor the department work and performance and

implement improvements as well. Managing the quality and quantity of employee

productivity.

1. **Communication -** Monitor, manage and improve the efficiency of support

services such as IT, Human Resources, Accounts and Finance and facilitate coordination and communication between support functions.

1. **Sales, Marketing and Customer Service –** Manage, plan and support customer

sales and marketing activities.

1. **Strategic Input -** Liaison with top management and assist in the development of

strategic plans for operational activity, implement and manage operational plans as

well.