

## **SANTOS, BEN JOSEPH MENDOZA**

Contact no. +973 37300177

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### **OBJECTIVE:**

To secure a position, long term employment that allows me to utilize my creativity and expertise to translate business needs according to the fields that I have studied, in an environment that allows & promotes continual self-development contributing to the growth and needs of the company.

### **WORK EXPERIENCES:**

#### **Bin Hindi Motors Bahrain (KIA Showroom) Administrative Assistant**

**NOV. 2012 – UP TO PRESENT**

- \* Capable of online registration for new vehicles thru (MOI) Ministry of Interior & BNI Insurance
- \* Arranging Bank invoices for all the new closed deals & submitting to all company buyers.
- \* Assigning Key Nos. to the new consignment shipment vehicles.
- \* Performing cashiering duty, preparing receipts / making local purchase order for external & internal parties as well as making requisitions for showroom materials or items.
- \* Sending daily sales report to sales team & directors as well as for the monthly sales details.
- \* Following up vehicles status for the new delivery units.

#### **Ebrahim K. Kanoo (B.S.C.) TOYOTA BAHRAIN Service Advisor (body & paint)**

**FEB '2008 – NOV. 2012**

- \* Inspection & giving estimation (quotation) for damaged vehicles afterwards receiving it. Mode of payments classified into Insurance or by Customers account-cash.
- \* To follow up if it is approved already by the vehicle Insurance so we could process & start the job.-thru Insurance.
- \* Open worksheets, job cards then giving it to Foreman. Monitoring work progress of vehicle from time to time to ensure there are no any complicated things and letting know customer the updated work status of their vehicle.
- \* Giving Customer the information if there is additional payment and to deliver car if it is ready.

#### **Subic Bay Yacht Club, Subic Bay Freeport Zone Philippines MAY '07 – JAN '08 Advertising & Promotion Assistant**

- \* Assist in conceptualizing Club events, marketing strategies and promotions and do coordination as well.
- \* Support in generating fund for Club events and activities thru sponsorships, tie-ups and sales events.
- \* Handle tour, shootings, inquiry and other media related activities. Prepare weekly duty roster.
- \* Route inter-office memorandum, event order and communication letters to concerned departments.

**Subic Bay Yacht Club, SBFZ Philippines**  
**Front Desk Receptionist**

**DEC '06 - MAY '07**

- \* Do room reservation or bookings, answering telephone calls & queries.
- \* Filing, faxing & encoding documents information in Micros- Fidelio system.
- \* Accountable in checking in, posting & arranging bills- perform cashiering-accepts cash, credit card and other mode of settlements of member & guests.

**Century Pan Subic Corp. – Pancake House**  
**APRIL '05**

**MAR '06 - DEC '06 / MAY '04-**

**Restaurant Service Crew**

- \* Server of their food & beverage order, to assist Guests needs, to clean & to do bust out.
- \* To be a good waiter, to take Guests order. Do marketing for us to know what we need to improve.

**Vista Marina Hotel & Resort**  
**Food & Beverages Attendant**

**OCT '05 – MAR '06**

- \* During Ala Carte-we do sequences of services. Start form the entrance of the guests until they leave.
- \* We accept catering & different functions such as banquets. Do skirting & total set-up for the events according to the number of Guests.

**EDUCATION:**

**BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT – tertiary**

Columban College

Olongapo City, Philippines 1999 - 2003

Saint James School – Secondary

Subic, Zambales, Philippines 1995 - 1999

**SKILLS/ KNOWLEDGE**

Computer literate- MS Word, Excel, Powerpoint and Corel  
Knowledgeable in ORACLE APPLICATIONS, Micros- Fidelio & OUTLOOK system

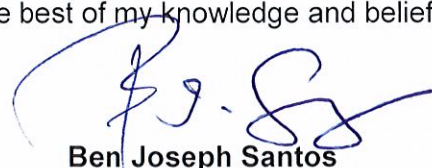
**CHARACTER REFERENCES**

<b>Mr. Vinod Menon</b>	<b>Administrator Bank Finance – KIA Showroom</b>
<b>Mr. Sadiq Al Raffai</b>	<b>AA Bin Hindi Motors.. +973 (17408000 )</b>
<b>Mr. Charlie Daluz</b>	<b>Senior Sales Executive – KIA Showroom</b>
	<b>AA Bin Hindi Motors.. +973 (17408000)</b>
	<b>Chief Service Advisor - TOYOTA EXBP-ARAD</b>
	<b>Toyota Body &amp; Paint Arad.. +973 (17 467100)</b>

**PERSONAL DATA**

Nationality	Filipino
CPR number	820337650
Status	Married

I hereby certify the above information is true and correct to the best of my knowledge and belief.

  
**Ben Joseph Santos**