

RICARDO E. BALASA

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PERSONAL DATA

Place of Birth : Caloocan City
Civil Status : Married
Citizenship : Filipino
Height : 5'5 ½
Weight : 120 lbs.
Religion : Roman Catholic
Gender : Male
Name of Spouse : Mary Jean U. Balasa
Occupation : Housewife
Name of Children : Date of Birth
Wenceslao U. Balasa : Jan 08, 1995

EDUCATIONAL ATTAINMENT

Elementary	Bagong Barrio Elementary School	1974-1980
Secondary	Guzman Institute of Technology	1980-1984
Tertiary	Philippine College of Criminology	1984-1988

TRAININGS ATTENDED

NISSAN Rent a Car Philippines

Defensive Driving.

ARAMCO

Personal survival techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility, Safety Vehicles Operation

ATCO Frontec Europe Ltd.

Manual Handling, North American Safety Vehicles Operation, Certificates in Operating, Driving Truck Trailers, Forklift, Buses and Coaches, Safety Vehicle Operations.

EEI/BECHTEL /KUWAIT OIL COMPANY

Defensive Driving, Safety Courses Seminar

Philippine Nautical Training College

Personal survival techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social Responsibility.

World Safety Organization

Basic Occupational Safety and Health Standards

WORK EXPERIENCES

January 20.2020 - Present

Guzent Incorporated

1237 Brgy. Apolonio Samson, Edsa Quezon City.

Position: Office Driver, Materials, Parts Purchaser/Expediter

Drives Office personnel during billings and Collection days, Expedite, Purchase materials, parts for lights and heavy vehicles, Compressors, Generators and Equipment's.

October 17,2018 – January 20,2020

Nissan Rent a Car Philippines

Discovery Suites, Ortigas Center

Position: Hotel and Airport Chauffeur, Dispatcher

Drives hotel guest from airport to hotels and different locations around metro manila and nearby provinces. Dispatchers duty during free time as trainee.

January 2014-August 23, 2018

Sraco/ Saudi Aramco

Dammam, Saudi Arabia

Position - CSD Aramco Project Coordinator, SD Housing Janitorial Supervisor, Admin Assistant

Attend client meetings and assist with determination of project requirements.
Keep the Project Manager (PM) and others informed about project status and issues that may impact client relations, issued/assigned vehicles to Sraco employees as required by Aramco,
Issue Contracts, Letters of Intent, Purchase Orders, etc. Assigned Cleaners Room Boys on Different Locations.
Drives Trailer Trucks, Operates Forklift.

April 2011- Dec 2013

ASICOM (Electrical and Mechanical Industries Inc.)

Quezon City, Philippines

Position: Safety Officer/ Electromechanical Supervisor/ Sales Assistant

Supervise Installation/ repair of conveyor, bottle washer, bottle dryer, closure, fabrication of stainless-steel flat form, filler, spacer, cable trays, knowledge in lathe, milling machine, Safety Officer On site, assist on generating leads. Meeting or exceeding sales goals negotiating all contracts with prospective clients.

August 2007 – April 2011

ATCO Frontec Europe Ltd.

Kandahar, Afghanistan

Position: Facility Maintenance Coordinator/Equipment Operator/Warehouse Assistant

Plumbing, Airfield lighting, Carpentry, Electrical, and Sign Making. Knowledge how to Drives/Operates Trailer, Forklift, Cherry Picker and Loader, Receiving, Sorting, Issuing Inventory Loading and Unloading of Logistics Materials used in Repair and Maintenance of Military Facilities and Barracks. Also an Authorized Requestor, Knowledgeable in Microsoft Word, Power point, Excel.

October 20, 2000-November 2006

Opcom Philippines, Inc.

Makati City, Philippines

Position: *Executive Driver*

Drives for CEO's Managers/Bringing People from Jobsites to the Office, Hauling Materials like Telecommunication Equipment from Different Sites.

July 1995 - March 2000

Source rite Int'l

Malabon, Metro Manila

Position: *Truck Driver/Collector*

Hauling of general cargoes such as Rubber/Shoe Insoles. Transport Die Machine used for Cutting Shoe Soles, issued invoices, doing collections during Fridays.

July 1991-December 15, 1993

EEI/BECHTEL/KUWAIT OIL COMPANY

Kuwait

Position: *Dispatcher, Trailer Driver/Heavy Equipment Operator.*

Cross country hauling of bulk cement from Kuwait to Iraq vice versa Hauling container from Kuwait Pier to Ahmadi yard. Load and unload pipes and general cargoes. Empty container upon unloading ,Operate F960 CAT Forklift, Responsible in rig moves from old site to new site of exploration. Operates CAT 635 Excavator D8 CAT Bulldozers for Earth Moving, and using heavy trucks, Dispatch/Assigned Daily Trips to Drivers.

May 1989-Dec 1990

Wrigley Philippines

Pasig City

Position: *Forklift Operator/Maintenance*

Maintain Shop/Hauling/Pallet Assembly/Load Unloads Pallets Loaded with food materials used for making gums.

Ricardo E. Balasa

Applicant

