

ARVIN JOSEPH LEOPER SANTOS NAVAL

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OBJECTIVE:

Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.

Seeking a welder position in an industrial production company that utilizes the skills. I have acquired to help me advance in my career.

EXPERIENCE

OMAEZAKI SHIPPING CO., LTD, HIROSHIMA, JAPAN — SEMI- AUTOMATIC WELDER

JULY 2018 - PRESENT

Performed construction and repair operations of ship components. Determined layout for welding operations. Operated cutting tools including torch in a safe manner. Welded heavy steel parts in a shipyard environment. Carried out oxy-acetylene welding effectively.

ALORICA TELESERVICES INC., MAKATI, PHILIPPINES — CUSTOMER SERVICE ASSOCIATE (Amazon)

JULY 2017 - MARCH 2018

Manage large amounts of inbound calls in a timely manner
Follow communication “scripts” when handling different topics
Identify customers needs, clarify information, research every issue and provide solutions and/or alternatives
Build sustainable relationships and engage customers by taking the extra mile
Keep records of all conversations in our call center database in a comprehensible way
Frequently attend educational seminars to improve knowledge and performance level
Meet personal/team qualitative and quantitative targets

SM Appliance Center Inc., Mandaluyong, Philippines — StockClerk March 2014 - August 2014

Execute stock clerical functions in a warehouse setting.
Receive stock of merchandise from customers for shipment.
Perform physical checks of the stock received.
Check for accuracy and damages to the shipping products.

SKILLS

- Leadership's skill,
- Flexible
- Problem solver
- Critical thinker
- Creative
- Organized
- Attention to details and responsibility
- Strong communication skills
- Selfmotivated, initiative
- High level of energy
- Written and verbal communication
- Time and task management
- Ability to work independently
- Ability to be friendly and polite, Even when tired or under pressure.
- Computer skills(Microsoft Application)
- Good communication skills that help listen to clients and make suggestion
- Specific knowledge of remote communication tools like Zoom, Skype etc.

TRAININGS

Nippon Human Resources
Foundation, INC.
Japanese Language, Cross Culture
and Work Ethics Training Program
March 5, 2018 to May 4, 2018

Romegcesneros Welding Shop
Gas Tungsten Arc Welding(GTAW)
March 6, 2013- March 13, 2013

LANGUAGES

FILIPINO, ENGLISH, JAPANESE

Coordinate and collaborate with transportation companies.
Organize and manage stock of merchandise, products and items.
Prepare and verify accurately the stock records and statements.

EDUCATION

Las Piñas City Manpower Training Center (TESDA), Las Piñas City,
Philippines -Vocational Course (SMAW Welding NCII)

January 2013 - March 2013

Las Piñas City Manpower Training Center (TESDA), Las Piñas City,
Philippines — Vocational Course (Cellular Phone Servicing)

July 2012 - September 2012

Las Piñas City Manpower Training Center (TESDA), Las Piñas City,
Philippines — Vocational Course (Consumer Electronics NCII)

April 2012 - June 2012

Las Piñas National High School (MAIN), Las Piñas City,
Philippines — *Secondary*

2006-2011

Manuyo Elementary School, Las Piñas City, Philippines —
Primary

2000- 2006

ORGANIZATIONS

**Chiro Youth Movement, Las Piñas City, Philippines (St. Joseph' s Parish)— Leader
2000 - 2017**

Attending and participating in staff meetings. Overseeing, growing and coordinating the church's youth ministry. Designing, overseeing and examining curriculum for all programs, events and classes.
Leading middle and high school students to encourage their spiritual growth

**Altar Boys Ministry, Las Piñas City, Philippines (St. Joseph' s Parish)— Member
2008 - 2015**

Perform the duties assigned during the Mass in the prescribed orderly manner. Never trade positions with other servers without the permission of the server director, priest or deacon. Attend all Altar Server prayer and scheduling meetings as announced.

Commission on Liturgy and Popular Religiosity, Las Piñas City, Philippines (St. Joseph' s Parish)—Member 2011 - 2018

Read the word of God, except for the gospel, in the liturgical assembly;
Recite the psalm between the readings when there is no psalmist;
Present the intentions for the Universal Prayer in the deacon' s absence;
Direct the singing and the participation by the faithful;
Instruct the faithful for the worthy reception of the sacraments;
Prepare others who are appointed on a temporary basis to be readers.