

JAY CORAÑEZ BASAS

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Career Objective:

To be employed in a credible institution wherein I can showcase my skills and ability in contributing to the value of the whole organization.

Work Experience:

Procurement and Fleet Maintenance Supervisor

Legacy Global Commercial Services Company

Riyadh, Saudi Arabia

July 2019 – September 2021

- Purchasing vehicles to expand and/or enhance the fleet
- Scheduling regular maintenance on all vehicles
- Ordering urgent or emergency repairs as needed
- Establishing efficient routes and transportation schedules
- Coordinating Drivers and on-staff maintenance professionals when setting employee schedules
- Managing vehicle licensure and registration
- Ensuring all fleet members have proper licensure and up-to-date training
- Monitoring Drivers to ensure adherence to schedules and proper driving practices
- Searching for, hiring and training new Drivers
- Providing reports to management on budgeting, schedules, maintenance and fleet progress
- Developing methods to decrease cost and improve efficiency

Auto Mechanic / Wheel Alignment Technician

Ford Aljazirah Vehicle Agencies Company

Riyadh, Saudi Arabia

September 11, 2012 – June 17, 2019

- Performs work as outlined on repair order with efficiency and accuracy, in accordance with dealership and factory standards.
- Drives vehicle onto wheel alignment rack and tests vehicle for faulty wheel alignment, bent axle, worn ball joints and bent steering rods.
- Straightens axle and steering rods, adjusts shims, tie rods and joining pins to align wheels or install new parts.
- Places wheel on balancing machine to determine where counterweights must be added to balance wheel.
- Hammers counterweights onto rim of wheel.
- Installs shock absorbers.
- Straightens frame with hydraulic jack, chassis aligner and acetylene torch.
- Attends manufacturer product training as requested.
- Operates all tools and equipment in a safe manner.
- Other tasks as assigned.

Service Advisor – Vehicle Maintenance

Auto-technician – Mechanical Works

Goodyear Servitek

Sto.Tomas Batangas

September 2008- September 2012

Service Advisor

- Greeting customers and directing them to an available technician
- Consulting with technicians about needed repairs and alternatives that can be offered in place of expensive repairs
- Answering customer questions about service outcomes and consulting with technicians when necessary
- Informing customers about potential cost savings and warranty protections
- Assisting customer with deciding to fix their car through the dealership’s shop or trading the vehicle in
- Overseeing and managing the service center’s scheduling and workflow
- Informing customers of changes in service or when their vehicle is ready to be picked up

Automotive Technician

- Repair brake and steering systems.
- Diagnose and repair electrical and electronic systems.
- Replace or repair transmissions and fuel components as needed.
- Repair cooling components and systems including air conditioners and engine cooling.
- Perform emissions inspections, safety checks and similar state-regulated vehicle examinations.
- Maintain a clean, safe working environment.
- Produce legible and accurate paperwork reflecting work performed.
- Possess a valid state driver’s license for conducting test drives.

Educational Background:

Tertiary: BSIT-Major in Automotive
March 2008 **Samar State University**
Catbalogan, Samar

Vocational: Computer Technician
April 2001 **Philippines Science Technology Center**
Calamba, Laguna

Secondary: **Tanauan Institute**
April 1999 Tanauan City, Batangas

Primary: **Tapia Elementary School**
April 1995 Tanauan City Batangas

Personal Data:

Age : 40
Birth Date : April 28, 1981
Birth Place : Tanauan City Batangas
Nationality : Filipino
Civil Status : Married
Height : 5'2"
Weight : 77 kg.
Religion : Born Again Christian
Iqama # : 2483819021
Passport # : P7516408B

Character Reference:

Ronnel Fulleros

Research Specialist
King Saud University
0500270493

Fahad Al-Saeed

President
Legacy Global Commercial Services Co.
0505424649

I hereby attest that all information provided on this document is true and correct as of my skill and knowledge.

Jay Corañez Basas