



RAEL ZABATE ALLEGO
Back Office Associate/Welder

Carmen, Toledo City, Cebu,
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Marital Status: Married
Date of Birth: April 16, 1982

High Educational Attainment

College Graduated- (Yr.2005)
Course: BS in Computer Science
University of the Visayas
Toledo City, Cebu, Philippines

Vocational Course Certificate

NCII- Certified Shielded Metal Arc
Welding (SMAW)- (Yr. May 2017)

Skills:

- Microsoft Excel
- Microsoft Word
- Outlook
- MS PowerPoint
- SAP Application
- Documentation
- Procurement
- Inventory
- Stock controller
- Welder FCAW/SMAW

**Preferred Languages to be
spoken:**

Tagalog and English.

SUMMARY PROFILES:

More than 10 years' experience of associating in the business management support to organized and streamline operation. Highly motivated with communication and organization skills, works well under pressure individually or as part of team. Capable of interacting confidently and efficiently with people at all levels.

Further, 5 years' experienced in skilled worker.

Employment History

E-novative E-Fabrication Solution (EES)-Buanoy, Balamban Cebu

Position: Welder (FCAW)-(Oct.2017-Jul.2022)

Job Description:

- Fabricate and welding T-Beam steel materials for shipbuilding requirements at Tsuneishi Heavy Industries.
- Perform welding safety standard procedures
- Perform plan interpretation
- Assist and perform quality control activities

SUHAIL BAHWAN AUTOMOBILES- Muscat Oman

Position: Back Office Staff – (Service Department) (Jul.2010-Oct.2016)

Job Description:

- Assisted office manager in a variety of office duties including answering a multi-line telephone, taking accurate messages, greeting clients, distributing mail, filing, faxing, and copying.
- Manage service credit invoices for LPO collection and payment process from customers.
- Manage of central procurement process in the service department across Oman branches
- Maintain and systematically tracking record of workshop consumables stock availability in each branches and perform inventory with coordinating to all branch in charge.
- Perform outsourcing supplier and canvas the materials for the availability and price quotation
- Manage placing order and checking the items upon delivery to ensure no defects, damages, packed it in properly, and supply the items correctly
- Provide monthly report presentation for the cost expenses analysis of service consumables
- Prepare payment process for the vendors/suppliers
- HR support for employees shift timing updating in the portal, generating the daily attendance record and registration of finger print biometric.
- Admin support for office supplies requirements for all branches.

NISSAN CEBU DISTRIBUTION, INC., Manduae City Cebu Philippines.

Position: Back Office Staff- (Service Department) (Aug.2005-Jul.2010)

Job Description:

- Manage of updating data information for new customers and vehicles through system.
- Handling job controller to allocate the job assignment to the technicians.
- Perform and make data analysis for the technicians' efficiency and productivity performance.
- Assist the billing process of the service invoices.
- Perform customers service call and follow up for the repair estimate approval from the customers and other concern.
- Assist the appointment activities for the customer request for their vehicle services.
- Prepare service quotation and sublet repairs.

