

TO: The Hiring Officer

Good day,

I am a Filipino Citizen seeking for a suitable work to apply my knowledge, skills and pursue my career under your management. I am physically fit, capable to work well independently or with diverse teams with the ability to correspond and follow in both oral and written instructions.

I am currently employed as a **Body and Paint Material Controller** since July 2017 at Toyota Balintawak, Inc. – A leading car dealership in the Philippines. Where I am able to perform my duties and responsibilities well with a complete passion, hard work and an excellent performance on the role entrusted.

With years of professional trainings and my educational foundation, I have acquired below core strengths and set of skills as my stronghold for my job application:

- 6 years of total work experience in Car Dealership industry in the Philippines.
- Proven hands-on experience as a Body and Paint Material Controller.
- Undergone extensive trainings for career growth and skill advancement.
- Automotive National Certificate I, II & III (TESDA NCI/ NCII/ NCIII) holder.
- Automotive Servicing Vocational Course graduate.
- Computer Literate: Knowledgeable in SAP, basic Microsoft Office and other relevant programs and applications.
- Bachelor of Science in Information Technology undergraduate.
- Excellent verbal and written communication skills.
- Ability to read and understand Filipino and English.
- Proficient in operating work-related equipment, tools, programs and processes.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Occupational Safety Standards.
- Ability to interact freely with customers and resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- Proficient organizational skills.
- High sense of loyalty and integrity.
- Ability to work on extended hours.
- Ability to work in a multicultural environment.
- Willing to relocate, be trained and work in Canada at the earliest possible time.

I am confident that my education, expertise and professional background is what sets me apart from other candidates for this job position that you require.

Thank you so much for your time and consideration.

Sincerely,

Lord Sherlock Umal

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Philippine Passport Holder

OBJECTIVE: I am a multi-skilled and dedicated Professional with an educational background in Automotive Servicing and Information Technology. I have 6 years of total work experience in Car Dealership industry in the Philippines. Seeking for a job opportunity.

SKILLS SUMMARY:

<u>Motor Technology</u>	<u>High sense of loyalty and integrity</u>
<u>Auto Electric Power System</u>	<u>Organizational Skills</u>
<u>Auto Mechanics</u>	<u>Ability to Multitask</u>
<u>Automotive Diagnosis & Repair</u>	<u>Critical and Methodical Thinking Skills</u>
<u>GTS (Globe Tech Stream)</u>	<u>Effective Communication Skills</u>
<u>Body and Paint Quality Control</u>	<u>Training / Mentoring Skills</u>
<u>Clerical Skills / Data Entry</u>	<u>Workplace Safety Practices</u>

Computer Literate: Knowledgeable in SAP, basic Microsoft Office and other relevant programs and applications.

WORK EXPERIENCE:

Position Held : **Body and Paint Material Controller**
Company : Toyota Balintawak, Inc.
Industry : Car Dealership
Location : Caloocan City, Metro Manila, Philippines
Period : July 28, 2017 – Present

- Coordinate shipments working with sales coordinators for truckloads, containers and shipment planning working in shipping warehouse.
- Capable of backing up the clerical duties of the Receiving function in the absence of union associates or when additional help is needed
- Audit Receiving receipts for inventory accuracy as necessary.
- Input cycle count information into Access database.

- Communicate project status to all levels of management.
- Ability to align project or process improvement goals with functional business objectives.
- Using both manual and computer-assisted systems, prepare and issue daily, weekly, and monthly reports, verifying accuracy of source documents.
- Order special production as required for sales orders.
- Inspects painted units for quality of workmanship, noting any runs, sags and unpainted areas.
- Heats and sprays wax onto products after they are tested.
- Maintains tools and keeps equipment clean and in a proper state of repair.
- Keeps work area clean.
- Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer.
- Complies with all laws and regulations pertaining to paint, thinners, and other hazardous materials. Reports any deviations to management.
- Operates and uses all body shop equipment properly and safely.
- Cooperates and assists other personnel in the repair and prepping of vehicles.
- Understands, keeps abreast of and complies with federal, state and local regulations that affect body shop operations, such as hazardous waste disposal, OSHA Right-to-Know etc.

CERTIFICATIONS / TRAINING:

Automotive National Certificate I, II & III (TESDA NCI/ NCII/ NCIII)
 Technical Education and Skills Development Authority
 Metro Manila, Philippines

On-the-Job Training
 Toyota Motors Philippines School of Technology
 Toyota Special Economic Zone, Santa Rosa, Laguna, Philippines
 June 13, 2016 - January 14, 2017 (1400 Hours of Duty)

EDUCATION:

Vocational Course:	Tertiary:
Automotive Servicing Toyota Motors Philippines School of Technology Toyota Special Economic Zone Santa Rosa, Laguna, Philippines 2015 - 2017	Bachelor of Science in Information Technology Polytechnic University of the Philippines Biñan City, Laguna, Philippines 2011 to 2014 (Undergraduate)