

GENARO S. RAMOS JR.

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Objective

To commit myself and to put my utmost talent and skills to every task that I'm going to perform and to the best of my capacity to apply all the skills and knowledge acquired. Intend to do quality for whatever work I may be assigned. For I believe that "Quality, Work, Honesty and Dedication" is the personal satisfaction of an individual. Aim to keep improving myself and continuously cultivate my skills/knowledge and gain additional experience.

Skills

- Outstanding presentation skills
- Good time management skills
- Knowledgeable in car parts and flexible
- Ability to manage and handle multiple tasks.
- Good written and verbal communication skills
- Physical strength and stamina, and the ability to lift heavy objects
- Customer-oriented individual and an outstanding problem-solver
- Strong understanding of mechanical and electronic components of vehicles

Experience

- **Suzuki Jikou | Tokyo, Japan** Sept. 2019 - Present
Automotive Mechanic
 - Diagnoses vehicle problems based on customer complaints.
 - Performs work/service on customer units as indicated in the repair order.
 - Ensures cleanliness of the vehicle during and after the repairs/services.
 - Advises Service Advisors of needed additional repairs on the unit as well as recommended repairs.
 - Participates in training and meetings, both internal and external as required by the management.
 - Achieves monthly target sales as determined by the Service Manager.
 - 100% utilization of required service forms mandated by the company as well as the manufacturers.
 - Compliance with all service programs with no incidents of violations as audited by the Dealer Development Management Office.
 - Observe proper procedures in conducting repairs as per the manufacturer's standard.
 - Promotes 5S and maintains cleanliness in the work area at all times.
- **LMBVI Cabanatuan Branch | Philippines** Aug. 2016 - Nov. 2017
Automotive Technician
 - Keeps equipment available for use by inspecting and testing vehicles and completing preventive maintenance such as engine tune-ups, oil changes, and tire rotations.
 - Maintains vehicles' functional condition by listening to operator complaints and conducting inspections.
 - Repairs mechanical and electrical system malfunctions and replaces parts and components.
 - Verifies vehicle serviceability by conducting test drives, adjusting controls, and updating systems.
 - Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
 - Compiles vehicle records by recording service and repairs.
 - Keeps shop equipment operating by following operating instructions, troubleshooting breakdowns, and preventive maintenance.
 - Contains costs by keeping track of warranties and evaluating service and parts options.
 - Keeps supplies ready by inventorying stock, placing orders, and verifying receipts.
 - Updates job knowledge by participating in educational opportunities and reading technical publications.
 - Accomplishes maintenance and organization mission by completing related results as needed.

Education

- **St. Mary's College of Technology** 2015-2016
Automotive Servicing National Certificate II
Graduate