

VICTOR GALVEZ BALUYOT

Address: 698B, Jurong West Central 3, S642698
DOB: 14 April 1987
Email: victorbaluyot175@gmail.com
Contact: +65 97203490

CAREER PROFILE

Cumulated a total of 16 years of work experience in the Philippines in various roles and industries. My specialisation is in the transport and logistic industry where I spent most of my career as a professional driver having to hold several professional licenses both locally and international and handling various types of vehicles ranging from Delivery Trucks, Dump Trucks, ELF Trucks, Mixer Trucks, Wing Van Trucks, Straight Truck, etc. I have also acquired experience in F&B companies as well as working in warehouses for Footwear companies, having to handle inventory stocks and dealing with 3rd party vendors for product deliveries and distribution.

OBJECTIVE

Motivated individual with professional training and international licenses in driving including CDL. Seeking a driver position or any logistic and warehouse positions with local companies to apply best practices, adhere to company policies with regards to excellent safety procedures, conduct daily inspections and provide expert recommendations for effective and efficient productivity.

WORK EXPERIENCE

Location: Blk 7 Lot 64 Bradco Ave Guerrero St Asseana Business Paranaque City
Company: 10K South Concrete Mix Specialist Inc.
Country: Philippines
Designation: Truck Driver
Duration: April 2020 - Present

Roles & Responsibilities:

- ❖ Drive concrete mixer trucks to and from various job sites as directed by the project foreman or surveyor.
- ❖ Plan and manage distribution to manufacturing plants or retail and distribution centres.
- ❖ Inspect vehicles for mechanical items.
- ❖ Inspect vehicles for safety issues.
- ❖ Perform preventative maintenance.
- ❖ Plan best route options.

Location: 193 Nicanor Reyes Brgy Galas Quezon City
Company: Wilrose Logistic

Country: Philippines
Designation: Dump Truck Driver
Duration: June 2018 - February 2020

Roles & Responsibilities:

- ❖ Transport gravel construction materials.
- ❖ Transporting general loads from one place to another.
- ❖ Verifying material weight.
- ❖ Cooperating with other equipment operators.
- ❖ Keeping the truck clean and in good condition.
- ❖ Delivering materials in a timely manner.

Location: Makati
Company: Grab
Country: Philippines
Designation: Driver
Duration: February 2015 - March 2018

Roles & Responsibilities:

- ❖ Map out driving routes ahead of time to determine the most expedient trip.
- ❖ Pick up clients from their selected place and at the time they have requested the service.
- ❖ Collect payments and issue receipts.
- ❖ Assist clients with loading and unloading their luggage.
- ❖ Ensure the safety of the passengers during their trip.

Location: #11 Maysan Road Valenzuela City
Company: Shoe Salon
Country: Philippines
Designation: Warehouse Executive/Delivery Driver
Duration: March 2010 - January 2015

Roles & Responsibilities:

- ❖ Checking of stocks and generating inventory list for the company products.
- ❖ In-charge of receiving and distributing products to external delivery vendors.
- ❖ In-charge of categorizing and sorting of stocks.
- ❖ Loading, transporting, and delivering items to clients or businesses in a safe and timely manner.
- ❖ Reviewing orders before and after delivery to ensure that the orders are complete, the charges are correct, and the customer is satisfied.
- ❖ Assisting with loading and unloading of items from vehicles.

Location: Cogeo Antipolo
Company: Pizza Smile
Country: Philippines
Designation: Assistant Branch Manager/Delivery Driver
Duration: September 2006 - February 2010

Roles & Responsibilities:

- ❖ Checking of stocks and inventory.
- ❖ Supervise processes within the kitchen and ensuring food quality.
- ❖ Inspect and ensure cleanliness and presentation of branch.
- ❖ In-charge of pizza making section.
- ❖ Deliver a wide variety of items to different addresses and through different routes.
- ❖ Follow routes and time schedule strictly.
- ❖ Load, unload, prepare, inspect, and operate a delivery vehicle.
- ❖ Ask for feedback on provided services and resolve clients' complaints.

SKILLS

- ❖ Meticulous and well organized in performing responsibilities and tasks.
- ❖ Efficient in general machine troubleshooting.
- ❖ Able to detect machine defects and provide preventive measures.
- ❖ Can speak conversational English.
- ❖ Excellent & safe driver, able to drive long hours effectively and efficiently.
- ❖ Able to drive any vehicle ranging from cars, vans, lorries, and trucks.
- ❖ Basic computer knowledge in administrative aspects such as Microsoft Applications.
- ❖ Team player and can also work independently.
- ❖ Able to work under pressure and within project timelines.
- ❖ Honest, professional, and likeable character who is both coachable and open to new knowledge and skills.

EDUCATIONAL BACKGROUND

Vocation Education (Completed)

School: ICCT College
Course: Shield Metal Arc Welding
Period: May 2009 - August 2009

Secondary (Graduate)

School: Antipolo National High School
Period: 2000 - 2004

Primary (Graduate)

School: Mangahan Elementary School
Period: 1994 - 1999

REFERENCES

Sammuel Aszor

Office Staff
Qatar
09154617770

Poll Pellazar

Accounting Head

10K South Mixing Specialist

09617404296

I hereby certify that the information provided in this form is complete, true, and correct to the best of my knowledge.