

Raymond Santos

Door 2 King James Apartment, Basak San Nicolas
Cebu City, Philippines
rmsantos41@yahoo.com
+63 9158598265

OBJECTIVE

I currently work as Branch Coordinator and Sales Engineer in Nippon elevator and escalator company. With over 5 years of expertise in the installation of elevator and escalator, maintenance and repairs, project coordination and collaboration. Proven track record of executing successful elevator and escalator projects while ensuring compliance with safety regulation.

WORK HISTORY

The Lift Company Philippines Inc. (Nippon Elevators and Escalators)

Cebu City, Philippines

January 2024 - Present

Branch Coordinator and Sales Engineer

- Oversee and supervise the branch management and operations.
- Lead and supervise preventive maintenance services, call backs, repairs and troubleshooting.
- Prepare and submit weekly reports to the head office on parts request and prepare the quotation.
- Read and interpret general arrangement drawings and specifications to ensure that the customers will fully understand the builder's scope of work.
- Conduct regular inspection at the jobsite prior to installation and on-going installation works, and see to it that these are within the quality and standard set by the company.
- Accountable for the delivery of the equipment's safety and proper storage.
- Selling new equipment, parts and services of elevator and escalator.
- Making pre-sales technical presentations Providing pre-sales technical assistance and product education.
- Travelling out of town to visit potential clients.
- Establishing new, and maintaining existing, relationships with customers.
- Scheduling and planning of the equipment testing and commissioning, punch listing and handover the unit to the customer.
- Conducts safety and rescue orientation to customer.

KPI Elevators Inc. (Kone Elevators and Escalators)

Cebu City, Philippines

July 2019 - November 2023

Installation Supervisor

- Read and interpret general arrangement drawings and specifications to ensure that the customers will fully understand the builder's scope of work.
- Conducts site survey of elevator and escalator shafts and generate reports for ordering process.
- Managing the technical aspects of the installation process and provide on-site supports in all parties.
- Planning and scheduling of manpower using Microsoft Project.
- Accountable for the delivery of the equipment's safety and proper storage.
- Conducts site audits to ensure that the installation methods are followed and evaluates risk assessment to ensure a safe working environment.
- Conducts regular site visits prior to installation and attend site coordination meetings with customer and builder.
- Making two weeks look ahead planning to ensure projects are running smoothly and delays can be prevented.
- Scheduling and planning of the equipment testing and commissioning, punch listing and handover the unit to the customer.
- Conducts safety and rescue orientation to customer.

Interior Crafts of the Islands Inc. (Kenneth Cobonpue Furnitures)

Cebu City, Philippines

November 2016 - June 2019

Product Engineer

- Provide technical support and methods that will guide the production line in the project execution.
- Conduct product and material testing.
- Provide product process flow and quality plan.
- Updates drawings in auto-cad and release standard specification documents for framing, finishing, electrical fittings, packing and crating, assembly and installations instructions that will guide in the production in making and executing the items or projects.
- Conducts product audits to ensure that the item or project follows the given scaled drawing, design and aesthetics adhere changes and development options.
- Developed excellent customer service skills
- Became proficient at stock management.

Interior Crafts of the Islands Inc. (Kenneth Cobonpue Furnitures)

Cebu City, Philippines

September 2015-November 2016

Cost Engineer

- Perform time study in all production segments by evaluating its processes, cost, and time frames to obtain accurate data.
- Making cost Estimates in all furniture products and other projects.
- Performing variance analysis between as built costing and drawing based cost estimate
- Provide constructability advice during the design and development phase.
- Conducts time and motion study in all production lines.

Sigma Foundry Corporation

Mandaue City, Philippines

October 2013 - February 2015

Inventory Assistant

- Monitor all aluminum and brass products, tools and equipment that are subject for inventory.
- Data entry into the system.
- Product inventory reconciliation.
- In charged receiving and issuance of company consumables such as office and production supplies to and from the warehouse.
- Coordinates with all parties concerned so as to obtain accurate and up to date data.
- Prepare reports for incoming and outgoing activities.
- Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.

K-Lift Industrial Corporation

Paranaque City, Philippines

October 2013 - February 2015

Production Coordinator

- Prepare unit requisitions for materials and services in accordance with company procedure
- Scheduling of technician's job orders in the workshop.
- Optimize stocking level, by regularly reviewing the minimum/maximum quantities on the suggested reorder lists.
- Receive and issue parts and equipments to and from the warehouse.
- Maintains the accurate inventory of parts and equipment in the workshop.
- Assist in the local and imported procurement of parts needed in the rehabilitation of heavy equipment.
- Conduct quality control activities through instructions and inspections in accordance with company procedures.
- Provide established standards of Customer Service through diagnostic ability and assessment of repairs/maintenance.
- Handle minor customer concerns and complaints in a professional manner.
- Operates forklift diesel, gasoline and battery-operated types.
- Ensure that all shipment unit to and from are properly logged and documented in accordance with company procedures.
- Safe keeping of company's tools and equipment.

QUALIFICATIONS

Tagbilaran City, Bohol
2004-2010

Bachelor of Science

Major: Industrial Engineering

TECHNICAL SKILLS

- Ability to work with minimum supervision.
- Good oral and written communication skills.
- In-depth knowledge of engine, hydraulic control valves, axles, brakes systems overhauling and other repair procedures
- Technically inclined in engine and chassis parts.
- Skilled at writing the repair orders, providing estimates, and selling additional vehicle maintenance.
- Comprehensive knowledge of cost estimating procedures.
- Technically equip in Wood Working Joineries, Quality Control Procedures, Packaging and Fitting Procedure.
- Working knowledge in MS Office (MS Project, MS word, Power Point, Excel) SAP
- Ability to read, interpret and understand AutoCAD drawings and architectural specifications and lay-out drawings.
- In-depth knowledge in elevator and escalator installation, minor repairs and maintenance.

SEMINARS AND TRAININGS ATTENDED

- Basic Occupational Safety and Health (BOSH)
- AutoCAD Orientation and Workshop Session 1
- Troubleshooting, Diagnosis and Service (Diesel Engine, Brake and Cooling System, Automatic Transmission and Transaxle, Steering and Suspension System)
- Troubleshooting, Diagnosis and Service (Diesel Fuel Injection System)
- Leadership Fundamentals
- Hoisting Safety for trainers