

BEN JOSEPH MENDOZA SANTOS

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OBJECTIVE:

To secure a position, long term employment that allows me to utilize my creativity and expertise to translate business needs according to the fields that I have studied, in an environment that allows & promotes continual self-development contributing to the growth and needs of the company.

WORK EXPERIENCES:

KIA Motors Bahrain- Bin Hindi Motors (KIA Showroom) NOVEMBER 2012 – MAY 2023

Sales Administrative Executive / Human Resource Business Partner(HRBP)

- *Coordinating with HR Team for all Human Resources related activities including facilitating Manpower request, Employee benefits/ HR services like loans, ticket bookings, contract renewals, OT payments. Employment letters, salaries.
- *Facilitate with Government relations & HR Team for work VISA, Processing, CPR renewals, GOSI.
- *Generating & monitoring attendances. Update for absences, late, leave in our Division employee.
- *Capable of online registration for new vehicles thru (MOI) Ministry of Interior & Motors Insurance.
- *Arranging Bank invoices for all the new closed deals & submitting to all company buyers. *Assigning Key Nos. to the new consignment shipment vehicles.
- * Performing cashiering duty, preparing receipts / making local purchase order for external & internal parties as well as making requisitions for showroom materials or items.
- *Sending daily sales report to sales team & directors as well as for the monthly sales details.

Ebrahim K. Kanoo (B.S.C.) TOYOTA BAHRAIN FEBRUARY 2008 – NOVEMBER 2012

Service Advisor (Body & Paint)

- * Inspection/ evaluating and giving estimation (quotation) for damaged vehicles afterwards receiving it. Mode of payments classified into Insurance or by Customers account-cash.
- * To follow up if it is approved already by the vehicle Insurance so we could process & start the job. -thru Insurance. Discussing all the approved parts, whether it is change or just repair, labor charge, additional payment or depreciation, all other costs, and how long the repair will take process.
- * Open worksheets and job cards then giving it to Foreman. Monitoring work progress of vehicle from time to time to ensure there are no any complicated things and letting know customer the updated work status of their vehicles especially if there are an air order parts or not available parts.
- * Giving Customer the information if there is additional payment and to deliver car if it is ready. Complete all the required papers during handling over and to make sure that Customers are fully well aware and explained the entire job done in his vehicle by not just standard operation but with professionally mannered to create and build strong business relationships in future.

Subic Bay Yacht Club, Subic Bay Freeport Zone Philippines MAY 2007 – JANUARY 2008

Advertising & Promotion Assistant

- * Assist in conceptualizing Club events, marketing strategies and promotions and do coordination as well.
- * Support in generating fund for Club events and activities thru sponsorships, tie-ups and sales events.
- * Handle tour, shootings, inquiry and other media related activities. Prepare weekly duty roster.
- * Route inter-office memorandum, event order and communication letters to concerned departments.

Subic Bay Yacht Club, SBFZ Philippines**DECEMBER 2006 – MAY 2007****Front Desk Receptionist**

*Do room reservation or bookings, answering telephone calls & queries.

* Filing, faxing & encoding documents information in Micros- Fidelio system.

*Accountable in checking in, posting & arranging bills- perform cashiering-accepts cash, credit card and other mode of settlements of member & guests.

**Century Pan Subic Corp. - Pancake House MAY '06 TO DEC '06 / MAY '04 TO APRIL '05
Restaurant Service Crew**

* Server of their food & beverage order, to assist Guests needs, to clean & to do bust out.

*To be a good waiter, to take Guests order. Do marketing for us to know what we need to improve.

Vista Marina Hotel & Resort**OCTOBER 2005- MARCH 2006****Food & Beverages Attendant**

* During Ala Carte-we do sequences of services. Start from the entrance of the guests until they leave.

*We accept catering & different functions such as banquets. Do skirting & total set-up for the events according to the number of Guests.

EDUCATION:**BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT****Columban College–Tertiary**

Olongapo City, Philippines

1999-2003**Saint James School – Secondary**

Subic, Zambales, Philippines

1995-1999

With a **BS Degree in Commerce Major in Management**, I have a comprehensive understanding of the life cycle of managerial position. I've worked in so many companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed.

SKILLS/ KNOWLEDGE:

Knowledgeable in ORACLE APPLICATIONS, Micros- Fidelio.ERP & OUTLOOK system.
Computer literate- MS Word, Excel, Power Point and Corel. Briton System.

Physically fit to work, No Criminal cases or any complaint against my name, and ready to start working immediately after being hired.

CHARACTER REFERENCES:**Mrs. LINDA MAYYAM****Chief Office Manager & Administrator-****Green Valley Village Phase 2, Baguio City, Philippines. Contact
09813144499****Mr. SAYED MOHAMMED****Senior Account Executive: AA BIN HINDI COMPANY****Bin Hindi Motors Co, Kingdom of Bahrain.****Contact # +973 39750777**

I hereby certify the above information is true and correct to the best of my knowledge and belief.

Ben Joseph Santos
Applicant