



LESTER GUARTE LAYOLA

Information

Age : 37
 Gender : Male
 Birthday : 01/05/1988
 Father's name: Efren A. Layola
 Mothers name: Virginia C. Guarate
 Location: Brgy. Cabulihan Maasin City, So.Leyte
 Civil status: Married
 Spouse: Brenda Layola

Contact me

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Reference

Jessamine C. Ecleo
Head, Procurement
0998-555-0106

Alicia M. Flores
Head, Budget
0917-634-1430

Marlon G. Burlas
Director, General Services
0917-634-1527

Education

Bachelor of Science in Business Administration
 Major in Human Resource Development Management
 Saint Joseph College
 Maasin City, Southern Leyte

Work experience

Buyer / Canvasser (Sept. 2015 - Present)

Procurement Office

1. Prepares Request for Quotations (RFQs) for alternative mode
2. Serves and retrieves RFQs PO's NTP, NOA & Contract to and from the Suppliers
3. Hauls supplies, materials and equipment (SMEs) from Baybay Port/Wharf (deliveries of Cebu suppliers sent by VSU Cebu Office)
4. Serves and retrieves procurement documents (e.g. Purchase Orders, Notices of LCB, etc.) to and from Suppliers
5. Maintains a registry of Suppliers/Contractors/Consultants (SCC)
6. Does other tasks assigned by the supervisor.

Welder Fabricator (Jan.2011-Dec.2019) Kimes Foods International, inc. (Brgy. Lengigon Argao, Cebu City)

1. Fabricate & assemble food grade mechanical dryer.
2. Monthly monitoring of the mechanical dryer. Maintain cleanliness and maintenance provider and to repair and replace all damages parts of the equipment.
3. Canvass and purchase all the materials needed of fabrication shop.

Machine Operator (Oct. 2009 -Sept.2015)

VSU – Spring Water, Visca Market, Baybay City

1. Do maintenance of the 17 Stages Reverse Osmosis equipment of the refilling station.
2. Plan and prepare Purchase request for the needed materials of refilling station.
3. Drive / Deliver gallons of water to the different distributor within Baybay, different household and offices w/in VSU.
4. Prepare daily report of sales & collection and to remit the same to the

Skills

I am skilled in Microsoft Word, Excel, PowerPoint, email and internet applications. I am skilled in driving 2-wheels to 6-wheels vehicles with TESDA certification driving, and TESDA certification welding. I am friendly, and easy to deal with, possess good oral communication skills and optimistic, goal-oriented and self-motivated individual, highly enthusiastic in working with people of diverse culture, profession and education.