CARLOS M. VEGA



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INFORMATIONS

- 45 years of age
- 28th day of November, 1979 @ Bacolod City
- 5'5 " with 170 lbs

Skills

- Driving since 1998
- Negotiating Field Skills
- Computer Repair
- Networking (Data and Communication)
- CCTV Installation
- Knowlegeable in Microsoft

Eligibility

1st Level Eligibility

REFERRENCES

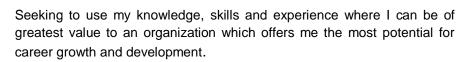
Alice A. Flores
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Vivian V. Balbarino
Department Head
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Atty. Raysan Guinocor
Chief Administrative Officer
Director
(Administrative and Services)
VSU MAIN
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Objectives



Education

College:

Bachelor in Marine Transportation 1996- 2002

Palompon Institute of Technology

Palompon, Leyte

Secondary 1992- 1996

Silay Institute

Silay City, Negros Occidental

Experience

Supply and Property Office

2023-Up to Present

VSU Main, Baybay City

Position: ADMIN AIDE III (JO)

- Receives waste materials/unserviceable PPEs from end-users.
- Prepare inventory and inspection report of unserviceable property (I&!R), waste material report, return slip of unserviceable property (RSUP) as basis to record dropping from books of unserviceable properties
 - Updating of individual summary base on WMR, I&IR and RSUP.
 - Segregate/group and weights waste materials and unserviceable properties by lot
 - Submit reports of unserviceable properties to SPO Head and to the

Disposal Committee of the university.

- Preparing of Winning Bidder's GATEPASS for pickups/hauling
- Conduct inspection and verification on all animals owned by the university recommended for culling and maybe sold animals, loss through death.
 - Inspection and Acceptance Report
 - Encode PO details in IAR form
 - Double Checking DR vs PO
 - Print and forward to out going documents for inpector signatory
 - Sequencing IAR number and get a copy for keeping
 - Print transmmital and forward to procurement office for voucher

MONDE NISSIN CORPORATION Under IMDC

2017-August 2022

Ormoc City (Branch Office)

Position: EXTRUCK SALES AGENT

PRINTAH and COMPUTER SERVICES

2016-August 2017

Baybay City

Position: LAY OUT ARTIST/ One of the OWNER

BYDESIGNS TRADING

2012- 2014

Baybay City

Position: MARKETING PERSONEL/ Previous One of the OWNER

- Payroll Signatory, prepare payroll
- $\bullet\,$ Prepare Bills, deliver the Bill to the Client address and also collecting payable bills.
- Bank Signatory, incharge of deposits and withdrawal
- Purchaser; supplier negotiation the same time paying through bank and or kwarta

padala

LGU BAYBAY CITY 2010- 2013

Barangay Montefolka (ZONE 3) City of Baybay, Province of Leyte

Position: Barangay Councilor

BRIGHT MARITME AGENCY

2008-2009

Ortegas, Manila

Position: ASSISTANT CHEF COOK

- Preparing and cleaned raw foods to be cook by Chef
- Storage controller, Inventory, withdrawing and filling stocks
- Wash dishes, clean cabins, (Captain, Chief Engineer and others cabin)
- Arrange, prepare and make midnight snacks on buffet for crew on duty

WAFFLE TIME INC. 2004- 2008

Pasay, Manila

Position: SALES STAFF

- Baked assorted flavored waffles
- Costumer service
- Cashering
- Inventory, arrange stocks
- General works (Wash and clean utensil and area)

PHILIMARE SHIPPING INC

August 2003- March 2004

Sta. Cruz, Manila

Position: ASSISTANT TRAINING IN-CHARGE

- Encoding trainee schedule
 - In charge in trainee exam (computer exam such as navigational watch, rule of the road and etc.)
 - Assist in stock filling of office supply and uniform for seaman
 - Messenger
 - General works such as cleaning the office area, collecting garbage

HAVI - Mc DONALD's

July 2000- December 2000

Marikina

Position: LINE LEADER, DELIVERY SECTION

- Arranged delivery documents
- Stocking, replenishing and cleaning sales areas
- Deliver goods with care (right temperature)
- Dealing with client stock complaints and suggestions
- Utilising specialist product knowledge