

CARLOS M. VEGA



CONTACT

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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
- Knowledgeable in Microsoft

Eligibility

1st Level Eligibility

REFERENCES

Alice A. Flores
Department Head
(Budget Office)
VSU MAIN
alicia.flores@vsu.edu.ph

Vivian V. Balbarino
Department Head
(Supply and Property Office)
VSU MAIN
vbalbarino@vsu.edu.ph

Atty. Raysan Guinocor
Chief Administrative Officer
Director
(Administrative and Services)
VSU MAIN
rysanguinocor@vsu.edu.ph

Objectives

Seeking to use my knowledge, skills and experience where I can be of greatest value to an organization which offers me the most potential for career growth and development.

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&IR), 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 inspector signatory
 - Sequencing IAR number and get a copy for keeping
 - Print transmittal 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
- 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
Barangay Montefolka (ZONE 3)
City of Baybay, Province of Leyte
*Position: **Barangay Councilor***

2010- 2013

BRIGHT MARITME AGENCY
Ortegas, Manila
*Position: **ASSISTANT CHEF COOK***

2008- 2009

- 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.
Pasay, Manila
*Position: **SALES STAFF***

2004- 2008

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

PHILIMARE SHIPPING INC
Sta. Cruz, Manila
*Position: **ASSISTANT TRAINING IN-CHARGE***

August 2003- March 2004

- 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
Marikina
*Position: **LINE LEADER, DELIVERY SECTION***

July 2000- December 2000

- 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