

# LEO BONG GINGOYON GLOMAR

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## Profile

An independent and self-motivated graduate in Bachelor of Business Administration major in Financial Management with 4 years of experience in Saudi Arabia in technical works. Currently seeking for a job relevant to my position that provides an opportunity to capitalize my skill and abilities in the field.



## Experience

### December 2021 – up to present

Anood Al Rayyan Yacht, Pearl Qatar - Doha

#### Yacht Crew

- Prepare and serve food to guests.
- Maintain good housekeeping and safe working environment
- Assist in working with line and fenders on deck.
- Ensure that free accident is maintain and implemented at work.

### February 2021 – July 2021

Guinbe Food Corp. Bulan Sorsogon, Philippines

#### Production Assistant

- Identify production issues, analyze root cause and derive resolution.
- Perform inventory management and report warehouse status to Manager.
- Load and unload materials from conveyors and machine.
- Communicate complex issues to Manager for immediate resolution.

### July 2020 – January 2021

Municipality of Bulan Sorsogon, Philippines

#### Office Aide

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.

### November 2016 – January 2020

Petromin Corporation, Kingdom of Saudi Arabia

#### Lube Technician

- Drain engine oil and add new oil to a car's engine.
- Inspect engines for leaks.
- Top off other fluids in the transmission or braking system.
- Perform tire pressure checks and rotations and inflate as needed.
- Install new batteries, wiper blades and air filters.
- Diagnose issues and recommend repair work to mechanics. Doing oil changes, performing tire rotations, diagnosing problems, and taking part in vehicle assessments.

## Academic Qualification

### Degree of Bachelor of Business Administration

R.G. De Castro Colleges,

Sorsogon Philippines

Major in Financial Management

April 08, 2016

## Skills

- ✓ Highly organized and efficient
- ✓ Ability to work independently as part of the team
- ✓ High adaptability
- ✓ Microsoft office (MS Word, Excel, Power Point and etc.)
- ✓ Effective Time Management

## Language

English

Arabic (Basic)

Tagalog