



# WARLITO D. RAMIRO

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## QUALIFICATIONS

With UAE driving license (Light Vehicle – shifting & automatic); A highly skilled professional driver with over 17 years of successful experience both in UAE and home country; Performed warehouse duties such as freight loading/unloading, order picking, stock, and inventory control. Collected payments from customers and reconciled invoices. Provided customers with prompt and courteous service as well as problem-solve customer complaints. Confident, efficient, and flexible in a fast-paced multi-tasking environment.

### **Core Skills and Competencies**

Driving | Customer Service | Time Management | Collaboration | Organization | Critical Thinking | Problem Solving | Attention Details | Teamwork

## WORK EXPERIENCES

### **Diplomat Driver**

**TAIPEI ECONOMIC & CULTURAL OFFICE IN THE PHILS (TAIWAN EMBASSY)**

***March 2022 – November 2024***

- Safely transport the VIPs/Executives to designated locations using designated routes.
- Maintain a high level of vigilance and awareness to ensure the safety and security of passengers.
- Plan routes and ensure smooth operations.
- Conduct pre-trip and post-trip vehicle inspections to ensure safe operation.
- React calmly and quickly to emergency situations, including adverse weather conditions or security threats.

### **Executive Driver**

**VERTEX DIGITAL ENTERTAINMENT TECHNOLOGIES, INC.**

***March 2018 – January 2022***

- Safely transporting company executives to and from specified locations.
- Maintaining the cleanliness and operational readiness of the vehicle.
- Planning routes to ensure the most efficient travel.
- Ensuring confidentiality and privacy of all conversations and information in the vehicle.
- Adapting to changing schedules and routes as necessary.

### **Driver/Inventory Clerk**

**MX SPORTS TRADING LLC – DUBAI, UAE**

***December 2015 – January 2018***

- Safely and efficiently operate a delivery vehicle to transport goods to end users
- Load and unload products from the vehicle and ensure proper handling and storage
- Collect data and maintain accurate records of deliveries
- Ensure accurate order fulfillment and stock management
- Oversee inventory and order additional products and supplies when needed
- Oversee and manage the inventory storage space and product displays and arrangements
- Tracking and analyzing inventory

### **Executive Driver**

**DIGITAL PARADISE (NETOPIA)**

***June 2012 – July 2015***

- Provide CEO and other executives transportation to and from specified destinations
- Fulfill allocated administrative responsibilities and tasks
- Car maintenance. Ensure company vehicle in in good working order and appearance

### **Purchasing & Inventory Officer**

**IP VENTURES, INC – MAKATI CITY**

***July 2011 – May 2012***

- Responsible for receiving and sorting all deliveries
- In-charge of the monitoring of all stocks and updating monthly inventory record
- Responsible for collecting all purchase request per department.
- In-charge of making all required reports and records including delivery receiving report, releasing records, inventory reports, and other documentation in support of the company needs.

### **VIP Security Driver**

**IP E GAME VENTURES INC – MAKATI CITY**

***February 2007 – April 2012***

- Responsible for providing safe and secure transport of the CEO, Executives and VIPs
- Provide comprehensive intelligence plan to include route planning, emergency contingencies, client control, communication with other supporting parties while consistently maintaining situational awareness.

	<ul style="list-style-type: none"> <li>• Provide safe, efficient, comfortable transportation in a manner that allows for undisturbed business activity and peace of mind for the passenger's entire travel experience.</li> <li>• Ensure privacy/confidentiality of the passengers in all communications and placements.</li> </ul> <p><b>Security Guard</b>  JAGUAR SECURITY &amp; INVESTIGATION  <i>March 2000 – May 2001</i></p> <ul style="list-style-type: none"> <li>• Ensure company-wide security</li> <li>• Ensures security policies are implemented and maintained</li> <li>• Follow procedures for various initiatives, including fire prevention, property patrol traffic control</li> <li>• Other duties that maybe assigned</li> </ul>
<b>EDUCATION</b>	<p>1992 - 1995  <b>BS Custom Administration (Undergraduate – 3<sup>rd</sup> Year)</b>  PHILIPPINE MARITIME INSTITUTE COLLEGES  Santa Cruz, Manila</p> <p>1990 – 1991  <b>High School - VILLAMOR HIGH SCHOOL</b>  Pasig Line, Manila</p>
<b>TRAININGS &amp; VOCATIONAL COURSES</b>	<p><b>Basic X-Ray Operation</b>  Magsaysay Learning Resources, Inc  January 2024</p> <p><b>Personal Security Protection Course</b>  Valiant Security Training Center, Inc  November 2023</p> <p><b>Basic Security Supervisory Course</b>  Valian Security Training Center  March 2012</p> <p><b>Basic Security Guard Course</b>  Security Academy of the Philippines  July 2000</p>

**Gas Engine Mechanic**

MERALCO FOUNDATION

June 2014

**Diesel Mechanic**

MERALCO FOUNDATION

May 2014

**Basic Car Maintenance**

MERALCO FOUNDATION

May 2014

Building Wiring and Installation Maintenance

**MERALCO FOUNTATON**

March 2011