



WARLITO D. RAMIRO

Bldg. 44, Al Zaitouna St., Doha, Qatar | +974 7238 5650 |
warlito.ramiro@gmail.com

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.

- 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.
- Ensure privacy/confidentiality of the passengers in all communications and placements.

Security Guard

JAGUAR SECURITY & INVESTIGATION

March 2000 – May 2001

- Ensure company-wide security
- Ensures security policies are implemented and maintained
- Follow procedures for various initiatives, including fire prevention, property patrol traffic control
- Other duties that maybe assigned

EDUCATION

1992 - 1995

BS Custom Administration (Undergraduate – 3rd Year)

PHILIPPINE MARITIME INSTITUTE COLLEGES

Santa Cruz, Manila

1990 – 1991

High School - VILLAMOR HIGH SCHOOL

Pasig Line, Manila

TRAININGS & VOCATIONAL COURSES

Basic X-Ray Operation

Magsaysay Learning Resources, Inc
January 2024

Personal Security Protection Course

Valiant Security Training Center, Inc
November 2023

Basic Security Supervisory Course

Valian Security Training Center
March 2012

Basic Security Guard Course

Security Academy of the Philippines
July 2000

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