

Nemencio Erasga Elec, Jr.

Al Nasr Area ■ Doha, Qatar ■ 00974 3106 9588 ■ nemencio.elec@gmail.com



OBJECTIVE

I would like to work in a company where I can enhance my efficiency as an employee. To have a good relationship with my co-workers and to serve people in the best possible way I can and to be successful in everything I do.

HIGHLIGHT

- ❖ 17 years driving experience in Qatar

SKILLS

- ❖ Proficient in MS Office Applications
- ❖ Knowledgeable in Oracle System

TRAININGS AND SEMINARS ATTENDED

IOSH Managing Safety

Conducted by: International HSE Council
2nd, 9th, and 16th October 2015

Construction Safety Essentials (CSE)

Philippine School Doha - Doha, Qatar
March to May 2015

CSE 1 Duties & Responsibilities of HSE
Professional & Working at Heights

CSE 2 Excavation & Confined space Safety
Awareness

CSE 3 Safe Manual Handling & Personal
Protective Equipment

CSE 4 Electrical & Fire Safety Awareness

CSE 5 Control of Substance Hazardous to
Health & Lock out/Tag out Safety

CSE 6 Accident Investigation & Risk
Assessment

CSE 7 Road Safety & Traffic Management
Awareness

CSE 8 Hot Works Procedure & Safe Plant and
Equipment

CSE 9 Basic Guidelines on Developing HSE Plan

CSE 10 Crane Safety & Building Demolition
Safety Awareness

CSE 11 Construction Emergency Response
Procedure & Hazard Identification

CSE 12 Basic Oil & Gas Safety Awareness

CSE 13 Basic Occupational Safety and Health
(BOSH) Awareness Training

Special Program for Employment of Students

(SPES) - Calamba City Hall

Calamba City, Laguna, Philippines

May 2003 - Engineering Office (Helper)

April 2001 - Probation Office (Helper)

April 2000 - General Service (Office Staff)

PROFESSIONAL AFFILIATION

Philippine Society of Safety Professionals
(PSSP Qatar) - Member since March 2015

PERSONAL INFORMATION

Age : 36 yrs. old
Height : 5'5"
Date of Birth : Sep 16, 1983
Weight : 139 lbs.
Sex : Male
Languages : English, Tagalog & Basic Arabic
Civil Status : Married
Religion : Born Again Christian
Citizenship : Filipino
Visa Status : Working Visa (Transferrable)

EMPLOYMENT HISTORY:

Company Name : **THE PLANNERS**
Location : Doha, Qatar
Position : Logistics Staff / Stock Keeper/ Event coordinator
Employment Period : September 2016 to January 2018

Job Description:

- Responsible for all logistics related works
- Manage inventory & organizes stocks, Keeping record
- Ensuring proper storage of items, including proper labeling

Company Name : **NATIONAL CAR RENTAL**
Location : Al Saad Doha, Qatar
Position : Fleet Assistant
Employment Period : May 2013 to August 2016

Job scope:

- Customer Service Representative
- Workshop In-Charge

Company Name : **AL FURSAN RENT A CAR**
Location : Salwa Road Doha, Qatar
Position : Operations In-charge/Fleet Controller
Employment Period : October 2007 to February 2013

Job Description:

- Provide highly personalized approach to the customers.
- Dealing with customers' inquiries and requests.
- Prepares Vehicle Rental Contract.
- Creates quotations for potential customers.
- Checks availability and ensures the good condition of cars to be rented.
- Receives variety of payments and other cash related transactions and issues receipts.
- Responsible for the monitoring of Customer's Ledger
- Ensuring that all Receivables are collected on time by phoning the customers, preparation and distribution of Statement of Account
- Prepares payment request voucher and cheques
- Responsible in disbursement and replenishment of Petty Cash Fund.
- Find possible suppliers for goods and services needed
- Prepares Purchase/Service Orders
- Responsible for proper filing of all company documents
- Prepares the monthly salary for each staff

Company Name : **SAMSUNG ELECTRONIC COMPANY**
Location : Batino Calamba City, Laguna, Philippines
Position : Repair Technician
Employment Period : March 2006 to September 2007

Company Name : **TOYOTA AUTO PARTS**
Location : Sta. Rosa City, Laguna, Philippines
Position : Machine Operator
Employment Period : January 2005 to December 2005

Company Name : **JOLLIBEE FOOD CORPORATION**
Location : Crossing Calamba City, Laguna, Philippines
Position : Service Crew
Employment Period : February 2002 to December 2002

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology (April 2004)
Laguna College of Business and Arts
Calamba City, Laguna, Philippines