|  |  |
| --- | --- |
| **RAYMOND VINCENT D. LIRA****Applying For:**Any suitable position.**E-mail Address:**liraymondvincent24@gmail.com**Personal Contact No.:** Mobile No. : +971543018101 **Visit Visa**: valid until May 2019**UAE Residence Address:**Salam St. Abu DhabUnited Arab Emirates**Personal Data:*** Date of Birth : December 24,1987
* Gender : Male
* Nationality : Filipino
* Religion : Roman Catholic
* Visa Status : Visit Visa
* Passport No.: P9012788A

**Languages Spoken/ Known:*** English
* Filipino (Native Language)

**Personal Attributes/Strength/Skills:*** Excellent communication skills
* Customer Service Oriented
* Discretion & confidentiality
* Pro Active & Quick learner
* Ability to take initiative, multi task & work well under pressure
* Be able to work well in a team under pressure and with minimal supervision
* Team player and possess organization skills, detail-oriented & have ability to multi-task.
* Enjoy working with people and possess a friendly and outgoing personality.
* Analytical problem solving skills
* Computer skills including the ability to

spreadsheet and word processing programs at a highly proficient level.* Honest, Flexible & trustworthy
* Demonstrate work ethics
* Time Management Skills
* Decision Making Skills

 **Skills:** * Computer Literate (Windows XP Windows 8, Microsoft Word, Microsoft Excel, Microsoft Power point)
* Customer Service Oriented

**Educational Background:**COLLEGE:  **Bachelor of Science Aviation Technology** **2004-2008**  Patts College of Aeronautics  Paranaque City, Metro Manila PhilippinesSECONDARY:  **Dejan Integrated School** 2000-2004 Taguig City, Metro Manila PhilippinesPRIMARY:  **Nemesio L. Yabut Elementary School** 1994-2000 Makati City, Metro Manila Philippines | **Objective:*** To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where dedication and loyalty are appreciated, and a position where I can grow in knowledge.

**Highest Educational Qualification:** **Bachelor of Science Aviation Technology** Patts College of Aeronautics 2004-2008  **Professional Work Experiences**: **OFFICE FOR TRANSPORTATION SECURITY** September 2016 – December 2018 Pasay City, Metro Manila**Position**: I**ntelligence Agent Aide**Security Screening Officer is to conduct screening of all passengers, baggage, or cargo to ensure compliance with Transportation Security Administration (TSA) regulations. May operate basic security equipment such as x-ray machines, handheld, walk thru at screening checkpoint. **CHOKLAT BAR AND RESTAURANT** **(FAMILY BUSINESS)** June 2014 - March 2016 Taguig City, Metro Manila Philippines**Position: Assistant Manager** Providing excellent wait service to ensure satisfaction. Taking customer orders and delivery food and beverages. Making menu recommendations, answering questions and sharing additional information with restaurant patrons.**AUTO PARTS (BUY AND SELL ONLINE)** SELF- EMPLOYED (OWN BUSINESS)December 2012- October 2015Taguig City, Metro Manila Philippines**Position: Owner**Selling auto parts online is growing fast and make sure that customer can quickly find and easily purchase your products requires an understanding of unique and complex buying procedure for modern car parts. **DMCI HOMES CORPORATE CENTER** January 2009- November 2011Pasay City, Metro Manila Philippines**Position: Sales Agent**Preparing and submitting sales contracts for orders. Visiting clients and potential clients to evaluate needs or promote products and services. Maintaining client records. Answering client questions about credit terms, products, prices and availability.**Trainings and Seminars:****SECURITY AWARENESS** Office for Transportation SecurityPasay City, Metro Manila Philippines July 13,2018 **COSTUMER SERVICE, COURTESY AND DISCIPLINE**  Office for Transportation SecurityPasay City, Metro Manila Philippines June 15, 2017**AVIATION SCREENERS COURSE** Office for Transportation Security Pasay City, Metro Manila Philippines December 10-21,2016 **HOT KITCHEN COOK NC1 CULINARY ARTS** Tesda Training Center Taguig City, Metro Manila Philippines October 25,2008- May 10,2009**BASIC LIFE SUPPORT, BASIC FIRST AID** Philippine Red Cross Luneta Circle, Metro Manila Philippines May 15-23,2007**HIGH ANGLE COURSE** Mountaineering Federation of the Philippines Luneta Circle, Metro Manila Philippines May 6-14, 2007   **Declaration:**I hereby attest and confirm that all information stated above is true, correct and legal to the best of my knowledge and ability. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicant |