



JOSEPH C. ESTIMAR

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CAREER OBJECTIVE

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

SKILLS

- Ability to work under pressure
- Time Management
- Can operate MS applications
- Can communicate and interact with different individuals

EDUCATION

- Ama Computer College
Cagayan de Oro Campus 1998-2003
Bachelor of Science in Computer Sci.
- Holy Cross high School
Camp Phillips, Bukidnon 1994-1998
- Camp 9, Elementary School
Camp 9, Libona bukidnon 1989-1994

PROFESSIONAL EXPERIENCE

Gecat Co. Ltd.

Dhahran Camp Workshop

- Acting Workshop Supervisor - Sept. 18 to Nov. 09, 2023
- Purchaser & Warehouse Supervisor (Inventory Monitoring)
November 12, 2023 to **Present**

YAG TRADING & CONTRACTING CO. LTD.

Seyamiya Tower Al khobar - from July 2007 to Sept. 17, 2023

For Commercial Department

- Handling Shipment Scheduling
- Processing and handling Shipping Documents
- Coordinate with supplier and forwarder to arrange booking schedule
- Coordinate and checking BL from the forwarder
- Negotiating competitive ocean freight among the forwarders
- Preparing suppliers yearly import details

For Accounting Department

- Responsible for sending payment details and swift copy to supplier
- Provide Commercial and Freight invoice for costing
- Handling office supplies as per request

Medical Dept. from March 03,2010 to June 29,2023

- Do installation for AGFA machines (Cassette Reader, Printers and Processor)
- Responsible for repairing and Machine Maintenance.

Purchasing Dept. Dammam Branch July 2007 to March 2010

- Daily Sales and Monthly Report
- Do invoicing, credit and delivery note to the customers

Hyundai Motors - Salesman from April 02, 2006 to June 05, 2007

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid knowledge and all other aspects of customer service.
- Maintain as awareness of all promotions and advertisements.

Del Monte Philippines Inc. - March 2005 to March 2006

Camp Phillips Bukidnon

- Do daily accomplishment report for all Auto Shop personnel
- Tires and Battery Monitoring for all Vehicles