



Objective To obtain a meaningful and challenging position that enables me to learn more and other related field that allows career advancement.

Job Employment

Jul 2018 – Present

Aeroeagle Resources Asia Pte Ltd

**No. 1 Bukit Batok Crescent, #07-09 WCEGA Plaza,
Singapore 658064**

Logistics Executive / QA/QC Operations Executive

- Responsible in receiving and out going of shipments for the aircraft parts and consumable products.
- Visual inspection of all items received check for any obvious physical damage or contamination, verification of part number, model number, etc. to ensure they match the documentation and purchase order.
- Packing of aircraft parts and used appropriate packaging materials for the items being shipped.
- Coordinates to the suppliers assure that materials and components purchased have complete traceable documents.
- Preparing ATA Specification 106 Material Certification for the parts that we supply to customer.
- Preparing Repair order for the aircraft part and send to the repair shop.
- Follow up the exchange core unit from customer.
- Responsible for updating the stock inventory and all the items in stockroom are properly stored and tagged.
- Responsible in fill up the Vendor / Supplier questionnaire form.
- Data-entry, admin, filing & other ad-hoc duties.

Oct 2009 – Jul 2018

Li-Jia Property Pte Ltd

3 Changi South Sreet 1, Singapore 486795

**Senior Reservation Officer / Sales Coordinator / Admin Assistant /
Marketing Executive**

- Processes reservations by mail, telephone, fax or central reservation systems referral.
- Offers the type of rooms available, rates and benefits of all packages plan.
- Handles daily correspondence. Responds to enquiries and makes reservations as needed.

- Support the Sales Team provide administrative assistance, sending quotation and invoice to the client and follow up payment.
- Performs administrative and office support activities. Planning marketing strategies for hotel promotion.
- Tracking sales data, maintaining databases and preparing reports. (Daily Revenue Reports / Arrivals / History & forecast and others)
- Monitor the room allotment of the online travel agents.
- Stock control and inventory.
- Liaising with the vendors upon ordering hotel supplies and equipment.

Feb – Jul 2009

Light Phase (S) Pte Ltd

1 Upper Aljunied Link Blk A #05-04 Joo Seng Warehouse

Singapore 367901

Indoor Sales Coordinator

- Coordinates to the clients and suppliers regarding the company's products and deliveries
- Updating different kinds of lighting specs that the company can offer to the clients
- Creates product quotation for the clients
- Data-entry, admin, filing & other ad-hoc duties.

Jun 1997 – Nov 2008

Gold & Sky Trading

Manggahan, Pasig City

Assistant Supervisor

- Coordinates and implements office services such as payroll, purchasing, records control, projects and budget accounting operations.
- Coordinates collection and preparation of financial and operations reports.
- Participates in interview of job applicants and conducts orientation of new employees as needed.
- Assists with special events planning.
- Operates personal computer to access e-mail, and other basic office support software.
- Uses various software applications, such as spreadsheets, relational databases, and manipulate and/or format data and/or reports.

IT Support / Computer Operator / Data Encoder / Admin Assist

- Knowledgeable in trouble shooting in computer.
- Installation of software & hardware application.
- Knowledgeable in operating system such as Windows 98 & Windows XP.
- Foxpro, Foxbase & Dbase basic programming language.
- Interviews a client of Philippine National Police / Bureau of Fire Protection if they are going to apply for a loan application for a new account or to re-apply their old account.
- Verifies the client's PNP/BFP to their respective unit if they are capable to pay for their loan's before we approve their loan application.
- Encodes Philippine National Police and Bureau of Fire Protection personnel's loan application.
- Creates monthly billing report regarding loans of the PNP and BFP personnel.
- Makes necessary adjustment, re-billing and stoppage of payment base from the monthly collection list given by PNP and BFP finance department.
- Submit a list of monthly billing report using a print out or hard copy and a diskette or CD's in PNP/BFP Finance department to make a report if our client's is going to be adjusted, re-billed or to be stopped to their respective's account and to report if they're some erroneous too.
- Record a Sales Invoice to Columnar Ledger for monthly inventory.
- Make monthly report for the available balance of each client.
- Data-entry, admin, filing & other ad-hoc duties.

1996–1997 Union Bank of the Phils. Makati City
Data Encoder

- Updates the CIF of the branches on the 3270 screens of the CIF system based on the CIR's/request received.
- Updates the Account File of the clients on mailing disposition and statement cycle changes based on written request received.

Seminars / Trainings Jan. 24, 2004 – May 13, 2004 1st Web Academy Makati City
Basic & Advanced Web Design

- Principles of web design
 - o Differentiate good design from bad design.
 - o Learn the common mistakes in web design and what to do about it.
 - o Understand the usual work flow for web design.
 - o Formulate storyboard and flow diagram of a web site.
- HTML
 - o Hypertext markup language used on the world wide web.
- Photoshop 7.0
 - o Familiarize with the working environment of photoshop.
 - o Edit images in preparation for the web.
 - o Learn the different selection techniques.

- o Learn how to be productive by using shortcuts.
- o Create artworks in the photoshop.
- o Mix different pictures into one image with simple blending modes.
- o Create a simple web interface in photoshop.
- Dreamweaver MX
 - o Explain basic concepts about the internet and the world wide web. Identify the basic issues concerning proper site design and navigate in the dreamweaver work environment.
 - o Define a site in dreamweaver to organize and maintain the web pages; and create a basic web page by typing and applying character and paragraph formatting.
 - o Add links within a site, create anchors and specify external links as well as use images as link and create image maps.
 - o Build a frame-based set of pages.
 - o Create dynamic user interface elements. Including simple rollovers and complex navigation bars.
 - o Use libraries to manage repeating site elements.
 - o Create CSS styles to streamline text formatting within a page and create external style sheets to allow formatting information to be used throughout a site.
 - o Create page templates and templates with respective regions.
 - o Create and manage layers as well as combine layers with behaviors to provide additional visual feedback for a viewer navigating a site.
 - o Use the history panel to simplify repetitive tasks both within a single document and with other documents in a site.
 - o Add a form to your web page.
 - o Use site panel to create and organize files and folders, insert images, set image.
 - o Upload a site to a remote web server.
- Flash MX
 - o Familiarize with the working environment of flash MX.
 - o Create interface elements for their flash interface and animation.
 - o Learn how object in flash interact with each other.
 - o Learn how to manipulate objects in flash.
 - o Learn how layers in flash work.
 - o Work around with texts.
 - o Learn the different animation techniques being used in flash.

Jan. 18, 2003 – Feb. 1, 2003 Meralco Foundation Ins. Pasig City
Program Logic Formulation

- Fundamentals of computer system, flowcharting and programming.

Dec. 1995 - Feb.1996 Philippine National Bank Pasay City
Practicum

- PNB – Southern Luzon Branches Dept.
- Updates the account filled up by the clients to make changes if there are some erroneous to be encoded to the computer.

Sep. 15, 1995 Arellano University Legarda, Manila

Bridging the Campus – Career Gap

- Appreciate the current career expectations of new commerce graduates.
- Clearly define career goals in business.
- Grasp appropriate work values and attitudes to achieve above goals.
- Manifest faith and belief in their own capabilities as well as strength to handle challenges in their lives.

Education 1992–1996 Arellano University Legarda, Manila

- B.S.C., Bachelor of Science in Computer

Eligibility / Civil Service Oct. 20, 1996

- CS Subprofessional – Rating (80.28)

Interests / Skills Knowledgeable in driving, Computers, Basketball, Table Tennis and Swimming.

Personal Data I'm Victor D. Vidal. 46 years of age, married, born in Quezon City. Within average communication. Well organized, hardworking, responsible and eager to learn new things.