



Louie V.  
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Contact

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Visa  
Residents (10/26)

Skills

Supervisory and  
managerial skills.

Excellent

Office management.

Excellent

Passenger  
Service/Customer Service

Passionate and experienced professional with nearly a decade of expertise in administrative and managerial roles.  
Demonstrated success in executing company quality policies with a keen focus on safety. Skilled in developing and implementing Standard Operating Procedures to ensure compliance with organizational standards and drive performance beyond goals.

Work History

August 2021-May 2024 **Administrative Assistant/Liaison/Benefits/HR**  
RFC VISIONARY FOOD INC.  
Overall business permit application, renewal and payment of all handled companies.  
Liaise with government agencies .  
Knowledgeable in government agencies portal/websites . Monthly inventory , audit , monthly sales report.

Mar 2013-Feb 2015 **Assistant Manager Air Terminal U.S. BASE**  
G4S PARSONS LLC DIEGO GARCIA B.I.O.T  
Overall and direct supervision of Air Terminal Operation center. Ensuring complete manning of the terminal. Ensure all personnel training and qualifications of employees meet contract requirements . Reporting, managing ,hiring, problem solving and decision making as key functions . Answers all written communications and correspondences relating to whole airport . Submits Monthly Passenger and cargo handling report to agencies .

Nov 2007-Feb 2013 **Supervisor Air Terminal Operations Center Passenger,Cargo handling Capability Forecasting**  
DG21 LLC Diego Garcia B.I.O.T  
Process inbound /outbound cargo and mail. Gathering , processing , and disseminating all information pertaining to Airport operation.

Excellent

Office documentation  
/filling, reporting, and  
correspondence

Excellent

Driving skills (10 year  
Philippine License)with No  
Traffic violations.

Excellent

## Software

MS Office Applications  
such as Word, Powerpoint  
and Excel Worksheets

Very Good

RGATES (REMOTE GLOBAL  
AIR TRANSPORTATION  
EXECUTION SYSTEM

Excellent

Dec 2002-  
Oct 2007

### **Lead, Passenger Service Representative** DG21 LLC DIEGO GARCIA B.I.O.T

Makes, announces, disseminating flight information. Prepares messages ,safekeep, records , process , ships and release mishandled / rerouted baggage to owners . Deliver inflight meals to aircraft . Check in passengers and baggage , issue boarding pass. Perform passenger briefing ,prepare passenger manifest ,perform security check, operates x-ray machine . Assist passengers to aircraft.

Aug 1999-  
Jun 2002

### **Marketing Supervisor** Ashlar Industrial Corporation Malabon Philippines

Submit monthly sales and inventory report.  
Prepares and checks sales reports .  
Issues sales invoice , official receipt ,transmittal slips ,request forms, and quotations. Answers all customer inquiries .  
Operates SATO barcode for SM mall merchandise.

Dec 1998-  
May 1999

### **Store Marketing Assistant** Intercon Food Corporation(JOLLIBEE Foods) Quezon City Philippines

In charge in all branch promotions. Book reserves and prepares parties . Handles novelty items. Answers customer inquiries .Operates cash register , issues official receipt and sales invoice.

## Education

### **Bachelor in Business Administration** Major in Marketing Minor: Management

*Polytechnic University of the Philippines Sta Mesa, Manila,  
Philippines*

## Accomplishments

- Employee of the Quarter for October to December 2005, DG21 LLC Diego Garci British Indian Territory .
- Aviation Safety Certificate of Achievement FY12 Zero Accident /Injury rate. October 2012 Diego Garci British Indian Territory .
- Certificate of Appreciation Safety Excellence Award December 2012, DG21 LLC Diego Garci Br Indian Territory.

## Certifications

- Astrophysics XRAY MACHINE XIS7858 SERIES TRA APRIL 2013
- HAZARDOUS COMMUNICATION 2012 IAW 29 1910.2100 SUBPARTZ October 2013
- Supervisory Management Certificate April 2010
- RAPISCAN Xray Machine Training March 30, 2005
- Annex Committee Safety Representative May 2015 February 2015
- Aviation Ground Safety Training August 2012
- Travel and Transportation Program January 2004
- AS&E Micro-Dose X-ray inspection system training December 2003

## Interests

- Cooking
- Basic vehicle maintenance (oil change, coolant change, gear oil change, spark plug, break clean tire, shock absorber change, etc.

