**VIRCELIS**

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**WORKING EXPERIENCE:**

**MOVENPICK HOTEL AL KHOBAR, KINGDOM OF SAUDI ARABIA**

Coordinator

October 2014-Present

Department: Engineering

**Responsibilities:**

* Monthly Attendance/ Over Time Report
* Monthly Store Inventory Report
* Monthly Maintenance Report
* Monthly Material Purchase Requests

**OFFICE OF HON. EUFEMIO C. LAGMBAY, 3rd DIST. QUEZON CITY**

Office / Field Coordinator

July 2010 to October 2014

Department: City Council

**Responsibilities:**

* Monthly Attendance Report
* Monthly Resolutions/ Ordinances Accomplishment Report
* Priority Project Coordination within the territorial jurisdiction
* Coordination with different offices of both private and government with regards to Meetings and Hearings for Committee on Health & Sanitation

**OFFICE OF HON. WENCEROM BENEDICT C. LAGUMBAY, 3rd DIST. QUEZON CITY**

Office / Field Coordinator

July 1, 2007 to June 30, 2010

Department: City Council

**Responsibilities:**

* Monthly Attendance Report
* Monthly Resolutions/ Ordinances Accomplishment Report
* Priority Project Coordination within the territorial jurisdiction
* Coordination with different offices of both private and Government with regards to Meetings and Hearings for Committee on Tricycle and Franchising Board

**PRIME PROMOTION AND MERCHANDISING NETWORK INC.**

Merchandiser

July 2004 – December 2004

Project Assign: Philippine General Merchandising Corp. (Silver Swan Products)

* Monthly Inventory Report
* Monthly Purchase Request
* Branch Product Display
* Monthly Branch Meeting

**MAJOR SHOPPING MANAGEMENT (SM MEGAMALL)**

STOCK CLERK

September 30, 2013 - February 25, 2014

Department: Infant’s Wear

**Responsibilities:**

* Maintaining Proper Arrangement of the Stockroom
* Receiving/ Checking Daily Product Delivery

**PERSONAL DATA :**

Date of Birth : September 27, 1984

Sex : Male

Civil Status : Single

Citizenship : Filipino

Height : 5'5

Weight : 85 Kg

Religion : Roman Catholic

**EDUCATIONAL BACKGROUND:**

**College** : STI College, Quezon Avenue

Course : Diploma in Information Technology

(May 22, 2007) Graduate

**Collage**  : The University of Manila

Course : Hotel and Restaurant Management

(2003) Undergraduate

**Secondary** : Balara High School

Barangay Pansol, Q.C.

(April 5, 2001)

**Primary** : Old Balara Elementary School

Barangay Old Balara, Q.C

(March 20, 1997)

**Job Seeker First Name / CV No: 1713576**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

