**ANGELO LOUIE B. SUMANDAL**

**OBJECTIVE:**

Aspire to build a long career with a progressive and professionally managed organization in competitive, challenging and rewarding environment. I have equipped myself and practically towards achieving my goal and like to seek opportunity accordingly.

**AREAS OF EXPERTISE AND SPECIAL SKILLS:**

* Screening the telephone calls.
* Admin field/ Typing works / Fixing paper works.
* Encoding (Outlook, MS Words, MS Excel, and Power point.
* Revising the Jeppesen Route Manuals.
* Revising the Technical Manuals for Aircrafts.
* Hardware & Software Troubleshooting.

**TRAINING & SEMINARS:**

* Safety Management System Awareness Training (Level 2)
* Computer Hardware Servicing
* 3M Cabling Fiber & Copper Cable
* Shipboard Training
* Basic Safety Course

**WORK EXPERIENCES:**

June 3, 2010 – Feb 29, 2016 **OFFICE ASSISTANT/**

**FLIGHT OPERATION ASSISTANT**

**Safi Airways**

Crystal Tower Radisson Blue building Downtown Business Bay, Dubai UAE

* Flights Operation’s Documents and Records Control and Bookkeeping.
* Update and Revise Pilot’s Flight Manuals.
* Responsible for all company aircraft manual subscriptions through aircraft manufacture.
* Middle East and Europe Flights (B737-300ER, B767-200ER, A340, A320-Airbus.)
* Flight Dispatch Communication and Coordination.
* Other Flight Ops Assistant.
* Monitor and control office/ admin supplies and equipment’s.
* Quality Assurance Assistant.
* Keeping the records on the filing cabinet.
* Handling the office supplies.
* Handling all the courier mails.
* Making the invoices transmittal for deliveries.

April 6, 2009-June 2, 2010 **OFFICE ASSISTANT/ DATA ENTRY OPERATOR**

**AL Fajer Securities LLC**

Sheikh Zayed Road Dubai UAE

* Type documents, report and correspondence
* Maintain logbooks or records of activities and tasks.
* Take and distribute accurate messages.
* Enter data from source documents into prescribed computer database, files and forms.
* Scan documents into document management systems or databases.
* Compiles, sorts, and verifies accuracy of data to be entered.
* Reviews and make necessary correction to information entered.
* Maintains confidential information.

June 7, 2001 – March 3, 2006 **DISTRIBUTOR KEY ACCOUNT SPECIALIST**

**Gabby’s Distribution Unlimited Corp**.

**Distributor of Colgate/Palmolive and Columbia**

San Ramon Dinalupihan Bataan, Philippines

• Develop and make presentations of company products and services to current and potential clients.

* Submits orders by referring to price lists and product literature.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Services existing account, obtain orders, and establish new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.

**EDUCATIONAL BACKGROUND:**

March 25, 1999 **Central Luzon Institute Of Technology**

**Merchant Marine**

Olongapo City, Philippines

April 03, 1997 **Balsik High School**

Bataan, Philippines

April 03, 1993 **Dinalupihan Elementary School**

Bataan, Philippines

**PERSONAL DATA:**

Birth Date : April 12, 1979

Height : 5’8

Nationality : Filipino

**Job Seeker First Name / CV No:1830510**

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