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**** CURRICULUM VITAE OF

 **ARNOLD G. TANO**

**JOB OBJECTIVE**

To look for a company that will be my lifelong partner in practicing and enhance my skills, knowledge and experience.

**EMPLOYMENT**

**June 2015- December 2016** **Data Capture Operator/Office Assistant**

 **Social Security System (SSS**)

Molo Branch, Iloilo City, Philippines

 By: Filmetrics Corporation

 Quezon City, Philippines 1103

**August 2014- April 2015 Receptionist/Office Assistant**

**SUPERSONIC MULTI PRODUCT SALES INC.**

 Valenzuela City, Metro Manila

**April 2012- July 2014 Sales Coordinator**

 **MACROSERV MARKETING SERVICES**

 Ortigas Center, Pasig City

**November 2008- December 2010** **Seafarer**

 **Friendly Maritime Services Inc.**

 Ortigas Avenue, Metro Manila

**December 2006- September 2008** **Seafarer**

 **Prime Marine Services Inc.**
 Ermita, Metro Manila

**May 2006- September 2006** **Finisher Stainless Steel Fabrication**

 **LRT REFRIGERATION/ Fabrication**

 Valenzuela City, Metro Manila

**August 2005- December 2005 Lay-out Assistant/Fabrication**

 **ASBUILT METAL FACILITIES**

Valenzuela City, Metro Manila

**EDUCATION**

**Tertiary Level/College Bachelor of Science in Marine Transportation**

 **John B. Lacson Foundation Maritime University**

 Sto. Niño Sur, Arevalo, Iloilo City, Philippines

 School Year 2001-2004

**Vocational AUTOCAD 2013**

 **MICROCADD TECHNOLOGIES CO**

 SM North Edsa Quezon City, Philippines

 School Year 2013

**PERSONAL INFORMATION**

Birth Date December 29, 1984

Residence Address Brgy. Teniente Benito, Tubungan, Iloilo, Philippines

Height 5’6”

Weight 80 kg

Civil Status Married

Citizenship Filipino

Religious Affiliation Christianity- Catholic

**EMPLOYMENT HIGHLIGHTS**

**June 2015- December 2016**

**Data Capture Operator / Office Assistant**

**Social Security System (SSS) Molo Branch, Iloilo City, Philippines**

**Job Descriptions:**

* **Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.**
* **Records data by operating data entry equipment; coding information; resolving processing problems.**
* **Client-facing- Nation Wide**
* **Demographics data capture**
* **Biometric data capture**
* **Management assigned data capture equipment**
* **Protects organization's value by keeping information confidential.**
* **Accomplishes department and organization mission by completing related results as needed.**
* **Prepare, compile and sort documents for data entry**
* **Check source documents for accuracy**
* **Verify data and correct data where necessary**
* **Obtain further information for incomplete documents**
* **Enter data from source documents into prescribed computer database, files and forms**
* **Scan documents into document management systems or databases**
* **Check completed work for accuracy**
* **Maintain logbooks or records of activities and tasks**
* **Respond to requests for information and access relevant files**
* **Print information when required**
* **Maintain own office equipment and stationery supplies**

**August 2014- April 2015**

**Receptionist/Office Assistant**

**SUPERSONIC MULTI PRODUCT SALES INC.**

**Job Descriptions:**

* **Answering phone calls and client queries and directing phone calls**
* **Organize and schedule an appointments and meetings.**
* **Perform data entry and scan documents**
* **Assists in preparation of regularly reports**
* **Maintain office supplies for department and checking the stocks regularly**
* **Maintain contact lists and maintains equipment, trouble shooting, calling for repairs.**
* **Answering email of each client**

**April 2012- July 2014**

**Sales Coordinator**

**MACROSERV MARKETING SERVICES**

**Job Descriptions:**

* **Building and maintaining relationship with convenience stores with a specific territory**
* **Representing the company’s brand with clients.**
* **Build long-term, productive, and mutually beneficial relationships with existing and new customers. Maintain consistent communication and timely follow-up with customers and prospects and be available and responsive to customer’s real-time needs.**
* **Promote product solutions and brand.**
* **Complete sales activity reports and presentations in a timely manner.**

**November 2008- December 2010**

**December 2006- September 2008**

**Seafarer**

**Job Descriptions:**

* **Measures depth of water in shallow or unfamiliar waters, using lead line, and telephones or shouts information to bridge.**
* **Breaks out, rigs, overhauls, and stows cargo-handling gear, stationary rigging, and running gear.**
* **Stands watch from bow of ship or wing of bridge to look for obstruction in path of ship.**
* **Steers ship and maintains visual communication with other ships.**
* **Steers ship under direction of ship's commander or navigating officer, or directs helmsman to steer, following designated course.**
* **Overhauls lifeboats and lifeboat gear, and lowers or raises lifeboats with winch or falls.**
* **Paints and chips rust on deck or superstructure of ship.**
* **Gives directions to crew engaged in cleaning wheelhouse and quarter deck.**

**May 2006- September 2006**

**Finisher Fabrication**

**LRT REFRIGERATION**

**Job Descriptions:**

* **Grinds, files, or sands surfaces of metal items, such as automobile bodies and household appliances, using hand tools, power tools, and knowledge of metal finishing techniques**
* **Examines and feels surface of metal to detect defects such as dents, scratches, or breaks metal**
* **Remove dents, using hammer and dolly block and fills uneven surface with molten soldier**
* **Smooths surface of item specified finish, using hand tools and powered tools**

**August 2005- December 2005**

**Lay-out Assistant/Fabrication**

**ASBUILT METAL FACILITIES**

**Job Descriptions:**

* **Set up and operate fabricating machines, such as brakes, rolls, shears, flame cutters, grinders, and drill presses, to bend, cut, form, punch, drill, or otherwise form and assemble metal components.**
* **Verify conformance of workpieces to specifications, using squares, rulers, and measuring tapes.**
* **Lay out and examine metal stock or workpieces to be processed to ensure that specifications are met.**
* **Draw guide lines or markings on materials or workpieces using patterns or other references.**

**SKILLS/ INTEREST**

**COMPUTER LITERATE** Office Applications

 **LANGUAGE/ DIALECTS** Tagalog, English

**REFERENCES**

 **Available upon request**