**MARK**



[**MARK.362498@2freemail.com**](mailto:MARK.362498@2freemail.com)

**CAREER OBJECTIVE**

* To obtain a position that is accurate with my course and where I can maximize my communication skills, quality assurance, program development, and training experience.

**QUALIFICATIONS AND SKILLS**

* Energetic, competent, honest, hardworking and can perform duty responsibly.
* Skilled in food preparation, skirting and knowledgeable in operating photocopier.
* Proficient in using computer software’s like Microsoft Word, Excel.
* Capable to prioritize and handle multiple tasks.

**WORK EXPERIENCE**

Uni – Paragon Property Inc.

Sales Agent

Canlalay, Binan Laguna

March 2007

* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

Mirof Resources Inc.

Account Coordinator

(Watson Warehouse)

7F Philcox Bldg., 172 Salcedo St.

Legaspi Village, Makati City.

June 2013 – November 2013

* Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees.
* Communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews.
* Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.

Wedz Jireh

Manpower Services Agency.

HR Coordinator / Inventory Controller

National Hi-way Platero,

Biñan Laguna

December 2013-January 2014

* Provides support for the HR team. Schedules conference rooms and completes department copying, filing, and supply ordering. Answers telephones.
* Initiates distribution and completion of HR forms or affidavits on a regular basis. Ensures the quality, integrity and timeliness of the HR department's records and reports.
* Participates in projects to gather data for needs analysis.
* Customizes data fields to meet clients' needs.

Asia Peopleworks, Inc.

Manpower Provider

Timekeeper

9824 Kamagong Street, San Antonio Village

Makati City, 1227 Philippines

January 2014-Present

* Are responsible for monitoring all departmental time entry records.
* Review each timecard to ensure compliance with reporting policy and for accuracy of the calculations.
* Act as a liaison between the departmental staff and the Payroll office.
* Accept timecards for processing by the Payroll deadline.

**EDUCATIONAL ATTAINMENT**

TERTIARY

Course: BSC – Computer Science

School: AMA Computer University

Address: National Highway, Canlalay Biñan, Laguna

Year: 2002-2005

SECONDARY

School: San Geronimo Emiliani School

Address: De Guia Rosario Complex, San Pedro, Laguna

Year: 1997-2001

**PRIMARY**

School: San Geronimo Emiliani School

Address: De Guia Rosario Complex, San Pedro, Laguna

Year: 1991-1997

**TRAININGS AND SEMINARS ATTENDED:**

March 28, 2007 Certificate of Completion

Experiencing ICT (Applications Programming 3 in Advanced Visual Basic and Web Development 3 in Macro Media Flash)

March 10, 2003 Comprehensive Introduction to Java™ Programming.

AMA Computer School

**ON THE JOB TRAINING**

February 2007 Uni-Paragon Property Incorporated

Canlalay, Biñan, Laguna

PERSONAL INFORMATION

Date of Birth: September 26, 1985

Place of Birth: San Pedro Laguna

Height: 5’5 ft.

Sex: Male

Civil Status: Single

Religion: Christian

Nationality: Filipino

I Herby certify that the above information is true and correct.