**REYMUND G. ELLAGA**

**CITY TOWER BUILDING 71, ROOM 07**

**BUR DUBAI**

**Mobile no: +971 50 583 6076**

Email: reymund\_ellaga@yahoo.com

**OBJECTIVES:**

To acquire a secure and growth oriented position, to where I can utilize and enhance my knowledge to the success of the company.

**PERSONAL INFORMATION:**

Date of Birth: 22 October 1980

 Gender: Male

 Civil Status: Single

 Nationality: Filipino

 Visa Status: Tourist Visa Valid Until 20 Nov 2014

**SKILLS & ABILITIES:**

* Knowledge in MS Office
* Ability to work in a team and can cope up with pressures.
* Can communicate effectively both written and orally.
* Self-motivated, fast learner, flexible and has a good interpersonal relationship

**WORK EXPERIENCES:**

**Tupperware Brands Philippines, Inc**

**Butuan City, Philippines**

* **Branch Operation Specialist August 2007 – September 2014**
* Cashiering
* Preparing Cash and Check deposit slip
* Responsible for cash collection.
* Handles account receivables
* Conduct inventories and monitor warehouse
* Performs other administrative works
* Merchandising

**Gud Trading**

**Guanzon Street, Kabankalan City**

**Philippines**

* **C. I. Collector October 2005 – June 2007**
	+ Handles company credit investigation
	+ Responsible for cash collection
	+ Performing clerical functions such as recording, filing and encoding

**Rusty Lopez Enterprises**

**Gaisano Mall, Bacolod City**

**Philippines**

* **Stock Controller April 2003 – June 2005**
	+ Cashiering
	+ Checking. Monitoring and receiving store stocks
	+ Encoding stock in company inventory system
	+ Performing daily sales transactions and to balance it at the end of the shift
	+ Merchandising

**Rizal Commercial and Banking Corporation**

**Libertad, Bacolod City**

**Negros Occidental, Philippines**

* **On the Job Training November 2002 – February 2003**
	+ Assisting banks employees on their daily day to day tasks
	+ Performs clerical work such as filing, answering telephone calls and data entry

**EDUCATIONAL BACKGROUND**:

 University of Negros Occidental-Recoletos

 Bacolod City, Philippines

 **Bachelor of Science in Commerce-Management**

Graduated March 2003

**SEMINAR/TRAINING:**

 **FASHION TRAINING**

 Dotties, Hotel

 Butuan City, Philippines

 June 14, 2014

**CHANGE AGENT 013**

 **A TEAMBUILDING WORKSHOP**

 Bayview, Park Hotel

 Manila, Philippines

 July 3-4, 2013

**TEAMBUILDING AND LEADERSHIP WORKSHOP**

 Crown Regency Hotel

 Cebu City, Philippines

 August 25-26, 2011

**INVENTORY TRAINING**

 Cagayan De Oro, Philippines

 APRIL 23-24, 2009

**QUALITY CUSTOMER SERVICE ORIENTATION**

 Four Seasons Hotel

 Iloilo City, Philippines

 April 23, 2004