

AJ MIRAR SINANGGOTE

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SUMMARY

Personal and professional development is one of my key objectives. I believe in creating ambitious but attainable objectives that push me out of my comfort zone and to my boundaries. I'm committed to lifelong learning and attempt to learn something new every day.

WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE OCTOBER.2025 - DECEMBER2025 IBEX GLOBAL

- answering queries about their order information
- Providing tracking number
- Processing a refund or replacement

600-HOURS INTERNSHIP AS A WAREHOUSE ASSISTANT JANUARY2025 - MAY2025 CRYSTAL SUGAR COMPANY, INC.

- Tracking inventory records and warehouse discrepancies.
 - Labeling and organizing inventories.
 - Maintained accurate documentation.
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EDUCATION

CENTRAL MINDANAO UNIVERSITY AUGUST 2021-JULY2025

- BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION, MAJOR IN
OPERATIONS MANAGEMENT
 - CUM LAUDE
 - COLLEGE HONOR
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TECHNICAL SKILLS

- Google Workspace (Sheets, Docs, Slides, Drive, Gmail, Calendar)
 - Microsoft Office (Word, Excel, PowerPoint)
 - Project Management Tools (Asana, Trello)
 - Design Tool (Canva)
 - Email & Communication (Outlook)
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EVENTS ATTENDED

- Career Talk and Skills Development Seminar
- Career Awareness Seminar
- Leadership Empowerment
- HIV Symposium
- Events and Management Talk
- LGUSuite Seminar