**THE MANAGEMENT**

Dear Sir/Maam;

**Greetings!**

It has been brought to my attention that a prestigious company like yours would open its door to accommodate a qualified applicant into its fold. In this connection. I would like to express my strong desire to apply for any position that suits my qualification.

I am Angielyn S. Bahinting, 31 years old, Female, Married, in good health and in good moral character. I am a Resident of 46 Filriters ave. Sterling life Pamplona Dos, Las Pinas City.

Enclosed in this application is my resume. I am available for an interview at your convenience and can be contact on my phone number 09935410684

Truly yours,

ANGIELYN S. BAHINTING



**Bahinting, Angielyn S.**

August 11, 1991

Pamplona Dos, Las Pinas City,

09935410684

giebahinting25@gmail.com

**OBJECTIVE:** To apply my acquired knowledge and skills with commitment and dedication,

in professional environment for a mutually advantageous working relationship.

**QUALIFICATION:** Computer Literate, Hardworking and with Good Communication Skills.

**PERSONAL DATA:**

Age: 31 years old

Date of Birth: August 11, 1991

Place of Birth: Imus, Cavite

Sex: Female

Civil Status: Married

Nationality: Filipino

Religion: Roman Catholic

Father’s Name: Loreto S. Sala

Occupation: Driver

Mother’s Name: Marilyn F. Sala

Occupation: Sewing/Housewife

**EDUCATIONAL ATTAINMENT:**

**TERTIARY**

Information Management

Seed Foundation Academy (Southville International School)

Las Pinas City

Undergraduate

**SECONDARY**

Las Pinas East National High School

Verdant Las Pinas City

2004-2008

**PRIMARY**

Pamplona Elementary Scholl Central

Alabang-Zapote Rd. Las Pinas City

1998-2004

**WORK EXPERIENCE**

**\*Unica Hija**

Metro Mall Alabang Town Center

November 2014 – December 2015

Sm Southmall Department Store

Las Pinas City

January 2016 – January 2017

**\*POSITION:** Sales Assistant

**\*Job Description**

* Engage & communicate with customers.
* Take Inventory, stocks, and restock merchandise.
* Promote Products.
* Process sales transactions.
* Assisting customers

**\*ENL Courier Express Inc.,**

#50 Filriters Ave., Sterlinglife, Pamplona Dos, Las Piñas City

March 08 2017 – February 28, 2023….

**1.POSITION: Office Staff/Operation Manager-trainee**

(Marh 08 2017 – January 2019)

**\*Job Description**

* Daily Collection Report
* Cash Receipts
* Sales Register
* Accounts Receivables / Payables Monitoring
* Payroll/Pay slip Assistant
* Payroll Confidential
* Payroll Audit
* Employee’s Data Record
* Employee Benefits Officer

**2.POSITION: Operation Manager**

 **(**February 2019 – February 28, 2023)

**\*Job Description**

* Supervise employees in accordance with company policies and applicable laws; includes hiring, interviewing and training employees, planning, assigning and directing work, disciplining employees; addressing complains and resolving problems.
* Manage proper storage and handling of freight
* Processing vehicle registration under LTFRB
* Monitoring outbound shipments.
* Monitor booking at Philippine Airlines Daily.
* Checking of cargo daily.
* Purchasing Orders/ Monthly Inventory
* Daily Sales Report of every pick-upper within Metro Manila**.**
* Ensuring and boosting operational efficiency.
* Coordinating various teams to facilitate inter-department communication and collaboration.
* Writing reports and presenting to senior leaders weekly and monthly.
* Perform other related tasks that maybe assigned from time to time as needed to support the operation.

**CHARACTER REFERENCES :**

* Gladys Hanna H. Morong

Accounting Staff

0928-5424-210

* Angeline R. Orozco

Office Staff

0965-662-6609

* Rona Mae F. Antolin

Operation Assistant

0938-576-7305

Angielyn S. Bahinting