



ELDEN D. MALATE

APPLICANT

PROFESSIONAL PROFILE

Kenji Takoyaki - Japanese Restaurant
Business Owner (2020 to present)

Concentrix Philippines
Financial Specialist (2019 to 2020)

- Suntruist Bank (formerly known as SUNTRUST bank)

Filcredit Finance & Development Inc.
Executive Assistant to the OVP (May 2016 to Dec 2018)

CARB General Contracting Est. (Saudi Arabia)
Project Secretary (August 2014 to August 2016)

- FARABI Petrochemicals
- Dragados Gulf Construction

Sykes Asia Inc. (Hotels.com/Expedia)
Customer Service (January 2013 to July 2014)

Tailin Abrasives Corp.
Data Encoder (June 2012 to January 2013)

COVER LETTER

Manila ranked second in the top 100 Outsourcing Destinations according to Tholons in the year 2014. It is because many of us (Filipinos) have experienced working for an offshore client (from BPO companies to freelancers). We know exactly what it takes to work with a foreign client such as adjusting to difference in time zones and meeting important deadlines. Most of us know the dynamic requirements of outsourcing and we won't be surprised with your request or demands.

My years of experience as mentioned will definitely help me in pursuing a long-term career goals in your company as your ultimate partner in achieving growth & success.

I look forward to discussing the possibility of joining your organization. Thank you for your time.

Sincerely,

Elden Malate

CONTACT

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 eldenmalate@gmail.com

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Dolmar Goldenhills Subd.
Caloocan City

SKILLS

- Verbal & Written Communication
- Time Management
- Travel Planning
- Event Coordination

EXTRACURRICULAR ACTIVITIES

- I join wedding events on my free day as a supplier (Food Corner)
- I do online marketing for our family business as side hustle.

LANGUAGE

- Tagalog ●●●●●●
- English ●●●●●●

CHARACTER REFERENCE

Mr. Cregg Bossard
RAK Area Project Manager
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