


Emmanuel Almanon Itliong



 emmanuelitliong01@gmail.com

 +639284455222

Profile:

Age: 30

Civil Status: Single

Date of Birth: October 01, 1990

Address: Blk 14 Lot 6 Lapu-lapu ave, Brgy. Longos Malabon City

Skills

- Computer literate
- Proficient in MS Office Tools (MS Word, MS Excel, and MS Powerpoint)
- Basic AutoCADD skills
- 40 to 45 word per minute (Typing)
- Computation of Duties, Taxes, and other Port Charges

Work Experience

- **Account Associate LV2 : 2016 - 2021**
 - VXI Global Holdings B.V. – Quezon City
- **First Aider, Volunteer : 2013 – Present**
 - Philippine Red Cross – Navotas City
- **Customer Service Representative : 2013 – 2014**
 - SPI Global Infocom Technology Inc – Makati City
- **RDU Clerk : April – August 2012**
 - SM Hypermarket North Harbor - Tondo Manila City
- **Kitchen and Bar Attendant : 150hrs OJT**
 - Padis's Point - MoA, Pasay City
- **Auction and Cargo Disposal Division Processor : 300hrs OJT**
 - Bureau of Customs, Port of Manila

Education

- **BS Customs Administration : 2007 – 2011**
 - Philippine Maritime Institute – Manila City
- **Basic AUTOCADDing : 2012**
 - University of Sto. Thomas – Manila City
- **Barista : 2009**
 - 102 Gem Training Center _ Caloocan City

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Certifications:

- **ASEAN Ratification & its Implication to Customs Administration**
 - Lyceum of the Phil : 2009 - Manila City
- **The Modern highly sophisticated port operation and Customs Procedure.**
 - Port of Clark, Port of Subic : 2009 - Pampanga
- **Basic Firefighting**
 - Philippine Red Cross National Head Quarters : 2014 – Manila City
- **Basic Life Support and First Aid Training**
 - Philippine Red Cross : 2014 - Navotas City

Character References:

- **Mr. Ervin G. Layson**
 - Operation Manager : VXi Global – (+63) 9175552182
 - **Mr. Avelino G. Ventura**
 - Instructional Designer : VXi Global – (+63)9088766125
- **Atty. Orencio Baranda**
 - Officer in Charge : Auction and Cargo Disposal Division, BOC - (632)9573335