

## **MICHAEL D. CANLAS**

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## **OBJECTIVE**

To be employed with your respective company/agency where I could apply and make full enhancement of my abilities relative with my profession.

## **SUMMARY OF QUALIFICATIONS**

- Has ability to plan and organize work, Flexible.
- Can mix well with people and elicit their cooperation
- Has the initiative to learn, improve and adjust rapidly to new things people and environment
- Determine & Hardworking person
- Proficient in MS Office Application such as MS Word, MS Excel, MS Power Point, MS Access and Internet Explorer.

## **EDUCATIONAL**

### **BACKGROUND 2002-2006**

Bachelor of Science in Business  
Administration Major in Business  
Management  
Area of Specialization in Human Resource  
Management Holy Angel University  
Sto. Rosario St., Angeles City

## **WORK EXPERIENCE**

### **Merchandiser**

Angeles Alliance Leatherware Inc.  
Angeles Industrial Park Special Economic Zone, Calibutbut, Bacolor,  
Pampanga November 27, 2020 – up to present

### **Job Description**

- Coordinate with PD HQ teammates if have any approved MK go by sample intended for PH, cross check in SO and MK go by tracking chart then ask PD send the approved MK go by so MK QA can refer to it once pilot sample finish make trial bag.
- After received customer order and PM have already created the order on ERP, downloading the details from ERP.
- Send the chart to trial bag and related department. Monitor MK go by status, Pilot sample status, bulk production start date and shipment date. Always update them if any changes.

- Once received the order, check if there have printing style or special operation.
- If there have printing style, need to if this is P3 printing or outsourcing printing. Once received order, always remind relevant printing factory to prepare materials.
- Make the printing or embro trial sample first, need provide the material to outsource factory in advance, after confirm the printing effect or embossing effect ( check printing color, depth, placement) once confirm approve then start to proceed bulk printing.
- Prepare the PP meeting document, once all styles approved, arrange the internal PP meeting. Email and weChat to inform relevant department (PD, trial bag, Cutting, Production, QA, Sample room)
- And take the minutes if there have some details is pending, follow up tightly and make sure all are solved.
- Checked the standard list in TST and monitor those approved standard intended for PH, key in the ETD & ETA from ERP then save into TST for the update.
- Prepare and complete all new materials standard for IQC.
- Checked if techpack has been downloaded such as Color chart/POC/BOM and packing instructions according to the leadtime.
- Monitoring MK edge paint peel-off test report and test sample report from laboratory.
- Make MK color card list summary based the PH order and send email to Planning Material Control (PMC) Department and remind them to prepare in advance before in line date.
- Check in line quality issues call out in group if major issue, minor share to QA and Production and ask them to follow up and improve.
- Prepare weekly, Bi-weekly and monthly report such as PP go by and pilot tracking report, Edge paint peel-off test report, bi-weekly production and delivery schedule, warehouse audit report.
- Follow up and monitor the production status and shipping status especially for urgent cases
- Prepare the shipping documents for Head Quarters (HQ) pm if needed. Download Purchase Order (PO) from tradelink.
- If needed, send out materials via DHL to HQ and prepare all needed documents.

## **HR Benefits**

Angeles Alliance Leatherware Inc.

Angeles Industrial Park Special Economic Zone, Calibutbut, Bacolor,  
Pampanga October 24, 2017 – November 27, 2020

## **Job Description**

- Call or email job applicants for initial interview and advised them on employment requirements and on terms and conditions of employment
- Visit Institutions and participating Job Fair Program to recruit graduates of colleges, universities and other educational institutions, and prioritize qualified applicants.
- Notify all applicants of results of selection process and prepare job offers and consult to our Head Department if necessary.
- Determine eligibility to entitlements, arrange staff training to endorse from what department has been qualified and provide information or services such as employee assistance by sending updates to email to all department and receiving calls about their

- inquiry (check loans) counselling and recognition programs every month to update employees.
- May supervise personnel clerks performing filing and record-keeping duties. Including filing for the monthly reports of Social Security System (SSS) Home Development Mutual Fund (HDMF) PHILHEALTH (PHIC) for monthly contribution of employees and Letter of Loan deduction documents that government agency sent to us.
  - Organize and administer staff consultation and grievance procedures. All Department and factory have comment/suggestion box, for their own safety we allow them by sending anonymous letter.

### **HR Generalist**

SUPERL PHILIPPINES, INC.

Angeles Industrial Park Special Economic Zone, Calibutbut, Bacolor,  
Pampanga May 24, 2016 – June 17, 2017

#### **Job Description**

- Administer compensation and benefit plan
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help plan training & development
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues and problems
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks in performance management
- Encoding leave application of employees to system.
- Monitoring list of absent of employees.
- Maintain employee files and records in electronic and paper form

### **VIP SERVICES HOST** (Customer Service

Representative) January 2007 – June 2015

Clark Resort Travel & Amusement Corporation (Fontana Casino)

Clark Special Economic Zone, Angeles City, Pampanga, Philippines 2009

#### **Job Description**

- Customer Service (receiving calls regarding enquiries and handle customers complain.
- Greet guest in a friendly and courteous manner during all interactions.
- Assisting VIP players inside the Casino and giving what they need.
- Handle all guest interactions with the highest level of hospitality and professionalism.
- Must adhere to the appearance and grooming policy.
- Maintains current VIP player information and respects guest confidentiality by maintaining integrity of guest information.
- Acts as a mentor to Casino Hosts encouraging a confident and productive work environment.

## **PERSONAL BACKGROUND**

Age : 36 years old  
Gender : Male  
Date of Birth : August 10, 1985  
Height : 5'5"  
Civil Status : Married  
Citizenship : Filipino

## **SEMINARS ATTENDED/CONDUCTED**

- **Interpersonal Communication Skills**  
SUPERL Training Room  
Angeles Industrial Park Inc. Special Economic Zone  
**November 04, 2016**
- Anti-Money Laundering Awareness Program on Genuine Identification Cards and Signature Verification.  
**November 8, 2011**
- Anti-Money Laundering (AML) and Anti-Corruption (AC) Awareness Training  
**June 13 to 17 2011**
- Fundamentals of Fraud: Classification, Detection, and Prevention  
**June 30, 2012**
- Seminar on Vulnerabilities of Casinos to Money Laundering and Corruption  
**December 08, 2012**

## **Character References**

### **Bernard S. Nucup**

Supervising Loan Credit Officer/  
Member Service Office Head Robinson  
Starmill Home Development Mutual Fund  
Mobile No. +63 926 614 2228/+63 933 818 9328

### **Kevin Dai**

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Michael D. Canlas