



## PROFILE

**Nationality:** Filipino

**Age:** 31 y.o

**Language:** Tagalog, English

**Residence:** Mohamed bin Khalifa St,  
Abu Dhabi, UAE

**Social Status:** Married

**Residence Status:** Husband Visa

## CONTACT

PHONE:

050 114 2106

EMAIL:

alohacacayan@gmail.com

# ALOHA CACAYAN

Store Manager/Office & Admin Assistant/  
Receptionist/Customer Rep

## EDUCATION

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**Lourdes High School (Cagayan de Oro City, Philippines)**  
2004 - 2008

**Lourdes College (Cagayan de Oro City, Philippines)**  
2008 – 2013  
**Bachelor of Science in Nursing**

## WORK EXPERIENCE

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**Sun Prince Corporation (Sales Associate)**

2014–2016 - **Regional distributor of heavy vehicle tires.**

Responsibility includes answering telephone queries of customers, finalizing orders and payments, expediting deliveries.

**Philippine Diesel Calibration Cooperative (General Manager)**

2016–2021

Checks and monitor all physical branches of the company including auditing of profits and inventories. Also performs admin task such as interviewing and training new employees. The company offers rentals of Power Generators and Heavy Vehicles, automotive car repairs, and supplier of engine oils and lubricants.

### Skills and qualifications

MS Office sufficient

Time Management

Managing schedules of staff

Sales