



NOLASCO MANGGAY

CONTACT

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EDUCATION

June 2013

Bachelor of Science:
BACHELOR OF SCIENCE
MAJOR IN MARKETING
MANAGEMENT
**GENSANTOS
FOUNDATION
COLLEGE INC.**,
GENERAL SANTOS CITY
PHILIPPINES

- ON THE JOB
TRAINING (EMPIRE
INSURANCE
COMPANY)

March 2012

High School Diploma
**MALAPATAN NATIONAL
HIGH SCHOOL**, KINAM
MALAPATAN
SARANGANI
PROVINCE, PHILIPPINES

March 2007

GED
**KINAM ELEMENTARY
SCHOOL**, KINAM
MALAPATAN
SARANGANI
PROVINCE, PHILIPPINES

PROFESSIONAL SUMMARY

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level of position. Ready to help team achieve company goals.

SKILLS

- Business Development
- Marketing Strategies
- Performance Improvement
- Organizational Systems
- Customer Experience
- Client Correspondence
- Accounts Payable and Accounts Receivable
- Document Transcription
- Inquiry Requests
- Paperwork Processing
- Physical Document Scanning
- Document Organization

WORK HISTORY

October 2022 - May 2023

Data Encoder, 2023 GeoMS PSU AND SSU FIELD VALIDATION-PHILIPPINES STATISTICS AUTHORITY,
WHOLE SARANGANI PROVINCE PHILIPPINES

- Collaborated on collection and dispute resolution issues.
- Monitored accounts receivable aging and worked with various areas to address business needs.
- Prepared accounts receivable-related journal entries for accounting month-end close.
- Identified and discussed with management opportunities for improvements to procedures and internal controls.
- Completed daily data back-up to secure records.
- Prepared source data for computer entry by compiling and sorting information.
- Verified new system changes and upgrades by inputting new data and pulling extract reports for validation.
- Visiting citizens at their homes to conduct interviews and collect demographic data.
- Creating survey sheets or working on predefined surveys to gather census information

April 2018 - September 2021

BRANCH CASHIER (ENCODE TRANSACTIONS & HANDLING MO), PALAWAN EXPRESS PERA PADALA,
GENERAL SANTOS PHILIPPINES

- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Worked well in a team setting, providing support and guidance.
- Worked effectively in fast-paced environments.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Excellent communication skills, both verbal and written.
- Passionate about learning and committed to continual improvement.
- Strengthened communication skills through regular interactions with others.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Organized and detail-oriented with a strong work ethic.
- Worked flexible hours across night, weekend and holiday shifts.

August 2016 - August 2017

Data Collector Enumerator, CENSUS 2020 POPULATION-PHILIPPINE STATISTICS, SARANGANI
PROVINCE PHILIPPINES

- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Managed time efficiently in order to complete all tasks within deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Visiting citizens at their homes to conduct interviews and collect demographic data.
- Creating survey sheets or working on predefined surveys to gather census information.
- Conducting extensive and thorough visual surveys of areas covered during the census procedure

January 2015 - January 2016

Supervisor, KCC MALL OF GENSAN PHILIPPINES, GENERAL SANTOS CITY PHILIPPINES

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues, and adjusted policies to meet changing needs.
- Monitored workflow to improve employee time management and increase productivity.
- Evaluated employee performance and coached and trained to improve weak areas.
- Achieved results by working with staff to meet established targets.
- Maintained compliance with company policies, objectives, and communication goals.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.
- Enforced rules and regulations outlined in company manual to set forth expectations comprehensibly and consistently.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.

REFERENCE:

ELVIN R.IGMASIN
MANAGER-EMPIRE INSURANCE COMPANY

CATHERINE PASAMONTE
HR OFFICER PALAWAN PAWNSHOP PALAWAN EXPRESS PERA PADALA

I Hereby certify that the above information are true and correct to the best of my knowledge and belief.

APPLICANT