

ANJO H. ADLAWAN

Ccf Housing Project Umapad, Mandaue City
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Energetic professional with good motivational tactics, a dedicated and hardworking individual, has the ability to work in team structure, exceptional computer knowledge in analyzing reports in Excel and for building Powerpoint presentations, meticulously detailed-oriented, observant, proactive and willing to take new challenges where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.



EDUCATIONAL ATTAINMENT

Tertiary : University of Cebu – Banilad Campus
Gov. Cuenco Avenue, Banilad Mandaue City, 2015-2017

Secondary : Paknaan National High School
Paknaan, Mandaue City, 2012 - 2015

Primary : Paknaan National High School
Paknaan, Mandaue City, 2004-2010

SEMINARS ATTENDED

2018	Customer Focus and Customer Satisfaction	Mactanrock Industries Inc., Mandaue City
2017	Customer Service	Mactanrock Industries Inc. , Mandaue City

SKILLS

- Proficient in MS Office Applications (Word, Powerpoint and Excel)
- Computer savvy
- Good Communication
- Network troubleshooting
- Technical Staff
- Knows about Photoshop
- Behavioral and System Analyst
- Multitasking Ability
- Willing to take new challenges
- Willing to work under pressure

PERSONAL INFORMATION

Age : 23 years old
Gender : Male
Height : 5 feet and 3 inches tall
Date of Birth : September 13, 1997
Place of Birth : Umapad, Mandaue City
Status : Single
Nationality : Filipino
Religion : Roman Catholic

WORK EXPERIENCE

SK Councilor at Umapad Mandaue City, Umapad Mandaue City, 2018 – Present

- Conduct projects that sustained the cleanliness in the community.
- Serving youth using projects that promote growth and social.
- Attending seminars and other activities.
- Conducts drug awareness program for youth.
- Making laws that supports curfew hours for the youth.

Behavioral & System Analyst (CCTV – incharge), Mactanrock Industries, July 2017-2020

- Observe and hourly make reports for the observations based on CCTV.
- Conduct weekly and daily reports for the CEO and Managers
- Regularly backup the cctv videos to the plants with no internet connection
- Set up cctv cameras.

Former Orange Brutus Service Crew, Orange Brutus, April 2017 – July 2017

- Serving customers for their orders
- Conduct regular cleaning in the workplace

Former Working Student, University of Cebu – Banilad Campus, June 2015 - March 2017

- Serving my fellow students at the university assigned at Library Department.
- Assigned to check and fix the technical issues in the area.
- Serving students in ID Capture in the university.
- Conduct the production and releasing of ID's daily.

CHARACTER REFERENCE

Ms. Jean Tual, Financial and Billing Auditor at Mactanrock Industries, 0930-3735347

Ms. Mary Grace Sanchez Amodia, Assistant sales coordinator at San Miguel Foods, 0915-8267100

Mr. Joel Dignos, Customer Service Representative at Teleperformance 0995-1270861

