

MONCHITO ESPONGA ABBANG JR.



Public Servant | Businessman | Advocate of Change | Content Creator

Personal

- Address**
BLK 5 LOT 16 Santan Street, Fortune
Marikina City 1800
- Phone number**
+639271825097
- Email**
monchitoespongaabbangjr@gmail.com
- Date of birth**
12-11-1997
- Nationality**
Male

Interests

- Social Media Influencer
- Swimming
- Volleyball
- Video Games

Education and Qualifications

Bachelor of Science in Business Administration Major in Human Resource Development Management Jun 2014 - Apr 2018
Pamantasan ng Lungsod ng Marikina (PLMAR), MARIKINA CITY

Work experience

Purchasing Associate Jan 2019 - Present
TL Sales and Management Services Incorporation

Purchasing Associate with over 2 years experience in purchasing cellphone and accessories for different branches in SM and Robinsons Store.

- Performing a variety of highly responsible and complex administrative duties and support to the purchasing manager.
- Developed profitable purchasing strategies. Assessed supplier profiles and analyze their offers.
- Converting purchase requisitions into purchase order and update pricing for items.
- Working with the office assistants and the printer form maintaining stocks and supplies.
- Working with departments to the better understand their needs.

Service Crew - Cashier Nov 2016 - Jul 2018
Golden Arches Development Corporation

Job Description Responsible for providing courteous and efficient food and beverage services to the goods.

- Present menu, take an orders. suggest and recommend appropriately
- Attend and respond to guest needs promptly and professionally.
- To perform general housekeeping and cleaning duties, including sweeping, moping, cleaning glasses, furniture & fittings, laying of tables and up keeping restroom etc.

Human Resource Intern Nov 2017 - Feb 2018
Convergys Phil Inc.

- Handled a variety of administrative duties for the HR Leaders and Staff, Including Calendaring and PowerPoint Creation.
- Successfully prepared reports, letters, spreadsheets and memos.
- Planned and Coordinated on site- offsite meetings.

Skills

| | |
|------------------------------------|-----------|
| Great communicator | ● ● ● ● ● |
| Microsoft Word, Excell, Powerpoint | ● ● ● ● ● |
| Costumer Service | ● ● ● ● ● |
| Business Knowledge | ● ● ● ● ● |
| Great Communicator | ● ● ● ● ● |

References

Cristiane Jae Caasi Convergys Phil Inc.
HR Generalist
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