



HAROLD REYES MENIADO

Block2 Lot8 Rizal Street Las Villas Urdaneta City Pangasinan

HP: +639774222974

E-mail address: harold_meniado@yahoo.com

PERSONAL INFORMATION:

Permanent Address : Block2 Lot8 Rizal Street, Las Villas Catablan Urdaneta City

Birth date : April 20, 1980

Birth Place : Solano, Nueva Vizcaya, Philippines

Height : 170cm

Nationality : Filipino

Weight : 159 lbs.

Sex : Male

Civil Status : Married

Religion : Roman Catholic

Nationality : Filipino

BENEFICIARY

Benefeciary Name : Girlie Baniago Meniado

Relationship : Spouse

Permanent Address : Block2 Lot8 Rizal Street Las Villas Urdaneta City Pangasinan

Mobile Number : +639158800721

CHILDREN

Name : Jan Margaret B. Meniado

Birthday : December 29, 2010

Birthplace : Urdaneta City, Pangasinan

Civil Status : Single

Occupation : Student

Name : Jian Mitchel B. Meniado

Birthday : June 28, 2013

Birthplace : Urdaneta City, Pangasinan

Civil Status : Single

Occupation : Student

DEPENDENTS

Father : Carlito F. Meniado
Birthday : June 9, 1950
Birthplace : Bayombong, Nueva Vizcaya
Occupation : Bookkeeper (Retired)

Mother : Violeta R. Meniado
Birthday : November 11, 1948
Occupation
Birthplace : Camiling, Tarlac

BROTHERS / SISTER

Brother : Anthony Carl R. Meniado
Birthday : July 27, 1982
Birthplace : Bayombong, Nueva Vizcaya
Civil Status : Single
Occupation : Computer Programmer

Sister : Elaine R. Meniado
Birthday : May 17, 1979
Birthplace : Camiling, Tarlac
Civil Status : Single
Occupation : Call Centre Agent

EDUCATIONAL BACKGROUND

Elementary

School : Saint Mary's College Elementary Department (1987-1993)
Address : Bayombong, Nueva Vizcaya 3700

Secondary

School : Saint Mary's College Highschool Department (1993-1997)
Address : Bayombong, Nueva Vizcaya 3700

College

School : Saint Mary's University (1997-2002)
Course : Bachelor of Science Major in Computer Science
Address : Bayombong, Nueva Vizcaya 3700

School : Wellcare Institute of Science and Technology
Course : National Certificate II In Housekeeping
Address : Zone 2 Pinmaludpod, Urdaneta City, Pangasinan 2428

EMPLOYMENT HISTORY

Position : Computer Operator
Company : Avon Cosmetics Incorporated
Address : Nice Place compound Nancayasan, Urdaneta City
Date : November 2004 - October 2010
Reason For leaving : Overseas

Job Description / Responsibilities

- Responsible for the computer maintenance, repair, upgrade and testing the system
- Sends daily sales report, peak-analysis report, Month-End report, Year-End Report and other reports as required by the Head Office
- Post Delivery Receipts and stock transfer IN/OUT
- Purchase product processing
- Wall to wall Inventory Count
- Update Sell-off campaign
- Received deliveries in case the custodian is absent

Position : Administrative Manager
Company : Peng Xin Pte. Ltd.
Address : #3 Mosque Street Chinatown, Singapore 059484
Date : June 2010 - July 2019
Reason For Leaving : End Contract

Job description / Responsibilities

- train employees to service standards, hygiene and operation of the business
- responsible for guest relationship management
- manage daily cash and reports of the restaurant
- monitor and handle that all guests are satisfied

SPECIAL SKILLS / INTEREST

- Customer service
- Computer skills
- Active listening
- Time Management
- Interpersonal skills

CHARACTER REFERENCE

Ms. Juanita P. Reyes
Auditor II
Department of Education
Tel. No. 09053073452

Mrs. Isadora D. Portuguez
Architect
Department of Public Works and Highways
Tel. No. 09778493101

Ms. Guada A. Ramos
Manager
G.A Ramos Bookeeping
Tel. No. 09231409323

I Hereby Certify that above
information is true and
correct with the best of my
knowledge

Harold R. Meniado