

raymond macapagal

Manila 1016

macapagalraymond8_p47@indeedemail.com

+639772611150

Willing to relocate: Anywhere

Personal Details

Citizenship: Filipino

Work Experience

motorized messenger

ZC KINGS MANPOWER AND JANITORIAL SERVICES COOPERATIVE - Parañaque

November 2020 to Present

here i was assigned @Concentrix HR Statutory Benefits. my key role is i am there HR representative for the processing of contribution/loan/sickness/maternity/updates of the employees to the government agencies.

motorized messenger

Honest Service Providers Inc. - Makati

November 2011 to March 2016

collect and distribute parcels at hand. Deals with confidential and valuable documents that need to be delivered safely and sometimes urgently. conducts field collection, bank errands and other tasks that may assign to me.

Jollibee Service Crew

jollibee foods corporation(JFC) - Manila

September 2006 to March 2007

Variety of food preparation, Customer transaction, Sanitizing the work place, Perform Cleaning duties such as cleaning tables and sanitizing food preparation areas.

Education

No diploma in Hotel and Restaurant Management

polytechnic university of the philippines - Manila

June 2004 to September 2006

High School Graduate

Victorino Mapa High School - Manila

June 2000 to March 2004

Elementary school graduate

Apolinario Mabini Elementary School - Manila

June 1994 to March 2000

Skills

- Communication skills
- Office experience
- Organisational skills
- Administrative experience
- Time management
- Courier
- Delivery Driver Experience
- Cash Handling