

ALYANA MARIE C. REYES



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Bayanan, Muntinlupa City
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OBJECTIVE

Seeking long term employment in an organization where can grow professionally and further enhance skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

PERSONAL INFORMATION

Birth Date : October 13, 1993
Age : 27 years old
Height : 5'0
Status : Single
Nationality : Filipino
Religion : Catholic

EDUCATIONAL BACKGROUND

B.S in Business Administration and Accountancy, Major in Operations Management
Graduation – May 12, 2016
De La Salle University – Dasmariñas, City, 4115 Cavite

AFFILIATIONS

Member **Business Operations Management Society**
DLSU-D Chapter
2012 – 2014

Student in Free Enterprise
DLSU-D Chapter
2012-2013

SEMINARS ATTENDED WITH CERTIFICATIONS

- **“ Business Operations: The Global Way”**
Ugnayang Lasalle- De La Salle University- Dasmariñas
 - **“It’s not just Organic”**
CIH Function Hall- De La Salle University- Dasmariñas
 - **“e-Learning”**
Luis Aguado Hall- De La Salle University- Dasmariñas
 - **“Creating Business Possibilities”**
Alumni Auditorium- De La Salle University- Dasmariñas
 - **“Moving Towards Success”**
Alumni Auditorium- De La Salle University- Dasmariñas
 - **“Communication in the Workplace (COMWORK) Program”**
Langauae Learning Center- De La Salle University- Dasmariñas
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On-the-Job Training

ROYAL WAGENBORG SHIPPING

Human Resources Department
June/2013 August/2013

PEPSI-COLA PHILIPPINES

Blowing Department
Production Department
August/October 2013

WORK EXPERIENCE

PHOENIX SOUTHERN PETROLEUM CORPORATION

Compliance Officer
December 2019 to March 2021

SKILLS:

- Flexible and a team player
- Adaptable and fast learner
- Keen on details and highly-organized
- Dynamic team player & versatile in performing multi-tasks
- Strong sense of responsibility and dedication
- Highly reliable, flexible and results oriented
- Possesses strong interpersonal and communication skills and can deal with all levels in the organization

Character References:

Virgilio Martin II

Senior PB Manager, HSBC Greenhills Branch.
San Juan City Metro Manila.
0917 8916786

Mark Edwin T. Aspra PHD

Doctor of Philosophy
College of Social Science Department Faculty
De La Salle University – Dasmariñas
0916 6697373

Glen Rio Abbatuan CPA

Management Accountant
Arcadis Makati
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