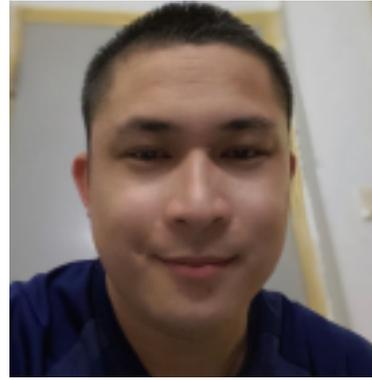


MICHAEL MARCHAN

FOOD PROCESSOR



CONTACT



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EDUCATION

Bachelor of Science in Business Administration- Management

Siquijor State College
June 2006- March 2010

SKILLS

PROFESSIONAL

Driving Skills

Sushi Maker/ Fish Fillet/

Cutting

Financial Statement Analyst Leadership

Customer Relation

Management

Cash Management

Microsoft Word

PROFILE

A multi skilled and efficient, hardworking Factory Food Processor for over 2 years. Works on cleanliness on factory and processed fish. Works on various administrative jobs for the past 10 years.

EXPERIENCE

FOOD PROCESSOR

Cha Cha Ko | August 2019- Present

- Cleaning storages and chiller, cutting, slicing and fish fillet. Stocking of seafood supplies.
- Maintaining and cleaning work areas. Sanitize areas where fish are stored and sanitized chopping boards and knives.
- Wash and fillet fish and remove non edible parts. Cut, trim and store fish to meet customers specification. Keeping a record of all seafood inventory in the warehouse.

BRANCH MANAGER

Palawan Pawnshop | March 2017- July 2019

- Branch Operations Planning and Monitoring
- Item Appraisal
- Spot Checking/ Inventory
- Customer Relation
- Premise Management
- Report Preparation
- Performance Management

INTEREST

Motorcycle

Basketball

Hiking

Volleyball

CERTIFICATION

NAPOLCOM (National Police Commission)
Passer- June 2006- March 2010

Leadership Development Program-
(September 10, 2013)

CAT (Coach As Trainer)-
(October 30, 2013)

Branch Manager Training Level 1-
(November 16-17, 2016)

BRANCH ASSOCIATE

Palawan Pawnshop | June 2015- March 2017

- Cashier/ Telling

ACCOUNTS CLERK- PAYABLES

Mr. Yu Group of Finance | June 2014- February 2015

- Performs a variety of general accounting support in the accounting department
- Update and maintain accounting journals, ledgers and other records
- Detailing financial business transactions (eg disbursement, expense vouchers, receipts and accounts payable.
- Posting of Journal and Credit Vouchers
- Deposit account payable and receivables in the bank.

STATION SUPERVISOR- COACH

Seaoil Philippines | May 2013- May 2014

- Plan and Supervise branch
- Maintenance activities
- Identifying and evaluating plans on the branch Training on subordinates for branch process
- Managing performance and coaching
- Promoting good work practices and customer service Carrying out risk assessment.

IDLE (March 2013- May 2013)- applying to new company

LOAN ASSISTANT

Taytay Sa Kauswagan Inc. | April 2010- March 2013

- Market potential clients and hit target every month.
- Determine credit worthiness of potential clients
- Evaluate, authorize and recommend approvals of credit loans
- Advise borrowers on financial status and mode of payment
- Check collaterals such as land and chattel mortgages
- Secure 100% payment rate and zero portfolio at risk