

DAYANGHIRANG, ARNEL DURAN

Bolbok, Batangas City

Philippines

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OBJECTIVES:

To work in a challenging position and be an integral part of growth oriented company where. I can exhibit and apply my experience and contribute to the objective of the organization and can be maximized and developed my skill and ability in the field of my specialization.

PERSONAL DATA

Age	:	32
Date of Birth	:	March 29,1988
Civil Status	:	Single
Citizenship	:	Filipino
Height	:	5'5"
Weight	:	202 lbs.
Religion	:	Catholic
Gender	:	Male
Father's Name	:	Ariel M. Dayanghirang
Mothers Name	:	Lerma D. Dayanghirang
Special Skills	:	Computer Knowledge
Language Spoken	:	Filipino, English
Passport Number	:	P6224422B
Expiration Date	:	FEBRUARY 2031

EDUCATIONAL BACKGROUND:

College Education: Bachelor of Science in Business Administration
Major in Marketing Managment
Batangas State University, Main Campus
Batangas City
2008 - 2012

High School Education: Batangas National High School
Rizal Avenue, Batangas City
2001 - 2005

Elementary Education: Bolbok Elementary School
Bolbok, Batangas City
1995 - 2001

WORK EXPERIENCE:

COMPANY : **CITIMART GROUP OF COMPANIES**
ADDRESS : **Bauan, Batangas**
POSITION : **BRANCH AUDITOR**
DATE EMPLOYMENT : **September 2021 - Present**

JOB DESCRIPTION:

- Handle PDT Mobile for weekly inventory
- Responsible for gathering evidence of branch operation system and evaluation.
- Carrying document and report of IT controls process thru system.
- Spot checking of different area and department ensuring that the procedure and action are taken promptly.
- Perform other duties that may be assigned by the manager.
- Responsible for spot checking of different department ensuring that they follow the Standard Operating Procedure.

COMPANY : **GREENWICH (CARLEE ANN FOOD CORPORATION)**
ADDRESS : **Rizal Ave. Batangas City**
POSITION : **ASSISTANT OPERATION MANAGER**
DATE EMPLOYMENT : **January 2016 - August 2021**

JOB DESCRIPTION:

- Plan, organized, direct, control and evaluate the operation of a restaurant.
- Organizing the employees schedule and daily man power.
- Resolving customer complain and feed back to their overall service satisfaction and ensure health and safety regulation.
- Working closely to the Store Manager to gain more knowledge and skills to lead staff and other employees of other department.
- Completing task assigned by the general manger accurately and efficiency.
- Responsible to conduct hiring, training and developing new employees.
- Responsible to maintaining store standards including accepting delivers of all Raw material and fresh product.
- Analyzing and recommend action plan relating to sales building initiatives of Regular Sales.

COMPANY : SAUDI OGER LTD
ADDRESS : Riyadh Saudi Arabia
POSITION : ADMINISTRATOR /DOCUMENT CONTROLLER
Date of Employment : March 2014 - November 2015

JOB DESCRIPTION:

- Creating spread sheet presentation, filing, coordinates and secures all importance documents.
- Distribute Memos, letters and forms.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

COMPANY : CITIMART GROUP OF COMPANIES
ADDRESS : Calicanto, Batangas City
POSITION : ASSTISTANT DEPARTMENT HEAD
DATE EMPLOYMENT : September 2013 - January 2014

JOB DESCRIPTION:

- Proper posting of Retail and Wholesale staff.
- Responsible in daily schedule and shifting for them.
- Check accuracy the quantity of staff duties.
- Customers complain must be correctly.
- Coordinate daily customer service operations like sales processes, orders and payments.

COMPANY : MONTENEGRO SHIPPING LINE
ADDRESS : Diversion Road, Batangas City
POSITION : LOGISTIC and SUPPLIES STAFF
DATE EMPLOYMENT : March 2012 - August 2013

JOB DESCRIPTION:

- Conducting inventory all supplies and safety equipment inside the vessel.
- Monitoring of fix asset.
- Provide check list and tagging of incoming supplies, equipment for the vessel.
- Responsible for documentations, including preparing paper works for outbound shipments, and reviewing shipment documents such as invoices, as well as maintaining inventory of shipping supplies.

COMPANY : CITIMART GROUP OF COMPANIES
ADDRESS : Bauan, Batangas
POSITION : Cashier, Counter Head & Customer Service
DATE EMPLOYMENT : March 2006 - March 2012

JOB DESCRIPTION:

- Responsible for processing cash, Debit, Credit And Check transaction, using point of sale system.
- Balancing Cash register
- Processing return item for sale
- Help customer with complain and question.
- Answered customer service desk phone calls and routed calls priority.
- Process customer returns answered question about assistance.
- Greeted customer and provide them with continuous service and assistance.

TRAINING INTERSHIP EXPERIENCE:

(NOVEMBER 2011 - FEBRUARY 2012) **ON THE JOB TRAINING**
Montenegro Shipping Line INC
Logistic and Supplies Department) Batangas City

(May 23 - 27 2011) **WIWAG BUSINESS WEEK**
Bato Balani Foundation Fastech Synergy Philippines
Batangas State University

(July 01-05 2019) **Mandatory Training for Fire Brigade**
Bureau of Fire Protection Province of Batangas
F-one Mart Inc Poblacion Batangas

SEMINAR ATTENDED:

❖ **CMPA 4th Confence of Aspiring Marketing Profession**

CCP Complex Roxas Boulevard Pasay City, February 06, 2018

❖ **Strategic Marketing Competence and Competition, Pinoy as Global Brand**

Aliw Theater, Pasay City July 30, 2010

❖ **Trend and Issue of Reaserch**

Batangas State University Main Campus 1, December 06, 2010

ORGANIZATION AFFLILATION

❖ **ASSOCIATION OF MARKETING EDUCATOR OF THE PHILIPPINES AWARDEES**

Excellence Marketing Student 2012

❖ **Junior Marketing Association (President) 2010-2012**

CHARACTER REFERENCES

❖ **Mrs. Jenne Baja**

Store MAnager of Citimart Group of Companies

+639338512732

❖ **Mrs. Myra Cua**

Operation Manager of Citimart Group of Companies

(043) 728-0085

This is certified that above information is true to the extent of my knowledge

Arnel D. Dayanghirang

Applicant