



Salcedo Joey A. Cortes

Block 41 Lot 13 Kisan-lu Subdivision Iponan, Cagayan de Oro City

Email-add: cortsjoe@yahoo.com

Skype ID: Salcedo Joey Cortes

Mobile: +639177132067

PROFILE:

Highly skilled in managing operational duties of business and propelling teams towards success. Proficient in computer productivity software, departmental budgeting procedures and general management skills. Possesses a strong understanding of the relationship between office personnel and the necessary tools for maximum productivity.

WORKING EXPERIENCE

Rotation Officer - **OROPORT CARGOHANDLING SERVICES INC.**
International Port of Cagayan De Oro City
July 10, 2018 – Present
088-856-9054 to 56

- To insure manpower are complete for all vessel who are ducking in Port
- Supervise all manpower for assigned vessel
- Contact person for the replacement of the absent.
- Conducts counseling for those person who are in Absent without filing of leave

ISO 9001-2018 Internal Audit - **OROPORT CARGOHANDLING SERVICES IN**
International Port of Cagayan De Oro City

- Perform and control the full audit cycle including risk management and control man agreement over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

General Services Supervisor - **OROPORT CARGOHANDLING SERVICES INC.**
 International Port of Cagayan De Oro City
 June 28, 2015 – July 9, 2018
 088-856-9054 to 56

- To insure all Company Vehicle registered on time, insure all company facilities in good condition, and supervise carpentry and masonry works.
- Supervise carpentry/masonry works operations of company to ensure corporate vision is managed and realized on a day to day basis
- Conduct counseling under General Services Section

Billing Officer - **OROPORT CARGOHANDLING SERVICES INC.**
 International Port Of Cagayan De Oro City
 May 28, 2014 - June 28, 2015

- To insure all Company collectible will be billed on the customer before due date
- company to ensure corporate vision is managed and realized on a day to day basis

Account Officer - **BUKIDNON COOPERATIVE BANK**
 Alae Branch
 ManoloFortichBukidnon
 March 1, 2008 – July 1, 2011

- Responsible for new Account for Loan
- Market new clients for loans

- Conduct credit investigation & back ground investigation
- Maintain zero Past Due Account Per Month

Solicitor/Collector - **BUKIDNON COOPERATIVE BANK**
 Alae Branch
 Manolo Fortich Bukidnon
 July 1, 2011- January 2, 2012

- Responsible for new Account for Depositors
- Market new Clients for Saving Account
- Pick up teller
- Target 100% new account for Saving accounts

Past Due Collector - **BUKIDNON COOPERATIVE BANK**
 Head Office
 Malaybalay City Bukidnon
 January 2, 2012- March 15, 2013

- Responsible to trouble shoot the past due account
- Filing demand letter to the Court
- Conduct counseling for past due Clients

Account Officer - **BUKIDNON COOPERATIVE BANK**
 Alae Branch
 March 15, 2013 – April 15, 2013

Key Account Specialist - **Best Products Channel Distributor**
 Authorize NESTLE Distributor
 Osmena St. Cagayan de Oro City
 May 6, 2013 – November 6, 2013

- To insure all store will book and deliver the nestle product on time
- Responsible for conducting weekly inventory every customers store
- Target sales at the 100% per month

EDUCATION

Bachelor of Science & Business Administration
 Bukidnon State University
 Fortich Street Malaybalay City, Bukidnon
 June 2002 to March 2006

Slaughtering Operations NCII
 MMS Development Training Center
 Hayes Street Cagayan De Oro City
 December 2017 to February 2018

SKILLS

- Excellent Team Building Abilities
- Computer Literate: (Ms Word, Ms. PowerPoint, Ms Excel)
- Driving (motorcycle & 4Wheel) Professional Driver License
- Slaughtering Operation
- Effective communication skills- oral and written
- Proven skills and experience in cash handling, monthly accounts, stock schedules, and wages

SEMINARS

Microfinance Analysis, Credit & Collection	- MASSPEC Cagayan De Oro City 2009
Values Formation	- MONASTERY TRANSFIGURATION Malaybalay City Fr. Sabio 2010
Small and Medium Enterprises Trainings	- Mr. Ronelle J. Pama Head Office Malaybalay City
Human Relation, Productivity & Labor Relations	- BCB Annex Malabalay City DOLE July 10, 2010
Strategic Planning, Remedial Management Internal Control	- Jesuit Malaybalay City Butch Ferriols July 17-22, 2012
Basic Life Support CPR Emergency first Aid	- Red Cross Philippines Region X Oroport training center International Port Of Cagayan De Oro city
Food Handler	- City Health Department Hayes Street, Cagayan de Oro City Decemeber 17, 2017
Deputation for Traffic Enforcement Agents	- Philippine Port Authority International Port of Cagayan de Oro City July 20 to 21, 2018

INTERESTS

- Basketball and Soccer
- Biking & Mountain tricking
- Develop essential job skills

AWARD

SIPAG AWARD -Invaluable Contribution as Account Officer of the NLDC
Microfinance Program
September 24, 2010 SMX Convention Center Pasay City

SKILLS AWARD - For Demonstrating excellent skills in Slaughtering Operational
NCII
February 19, 2018 Deluxe Hotel Cagayan de Oro City

PERSONAL DETAILS

Age : 38years of age
Date of Birth : July 24, 1984
Place of Birth : Malaybalay City, Bukidnon
Civil Status : Married
Citizenship : Filipino
Height : 5'3"
Weight : 58 Kls.
Sex : Male
Religion : Roman Catholic
Father's Name : Mr. Salcedo I. Cortes
Occupation : Government Employee
Mother's Name : Mrs. Riza A. Cortes
Occupation : Brgy Councilor
Wife's Name : Frenzy Ambrocio Cortes
Occupation : Bookkeeper
Driving License : K03-08-000576
Passport Number : P0994098B

REFERENCES:

IVY BRENDA C. SIAO

HEAD NURSE, OROPORT CARGO HANDLING SERVICES INC.
INTERNATIONAL PORT OF CAGAYAN DE ORO CITY
+639088967435

CHARIS S. ACHACOSO

ADMIN/HR STAFF
INTERNATIONAL PORT OF CAGAYAN DE ORO CITY
+639265683461
Cherish.sabana@gmail.com

Joey A. Bihag

Safety/Environmental officer
INTERNATIONAL PORT OF CAGAYAN DE ORO CITY
+639055867857