



Amor Envina Magno

A polite and flexible individual with an extensive experience in Customer Service, Data Control, Budgeting, Inventory and Purchasing, Logistics and Administration Support in various multinational companies such as Building Materials Trading and Power Distribution Companies.



amorenvina@gmail.com



+63 960 857 7705



B29 L7 Waling-waling St.,
Countryhomes Subdivision,
Cabantian, Davao City, PH



<https://www.linkedin.com/in/amorenvinamagno/>



amorenvina

SKILLS

Interpersonal Skills

Communication Skills

Customer Service Skills

Budgeting Skills

Microsoft Office

Problem Solving Skills

Caregiving Skills

WORK EXPERIENCE

Tebow Cure Hospital

15-days On-The-Job Trainee | Nov 2022 – Nov 2022 | Davao City PH

- Prepares the orthopedic clinics for use and does the aftercare every after use.
- Assists the nurses and the doctors in the orthopedics in performing casting and removal of cast and also tenotomy.
- Assists doctors during consultations.
- Assists ER staffs in getting patient's vital signs in the triage section.

Nazo Building Materials Trading Est.

Purchasing Assistant/Sales Secretary | Mar 2019 – Feb 2021 | Sharjah UAE

- Attends to queries of sales on clients' ceramic and porcelain tiles, bathroom and sanitary wares needs.
- Attends and supports sales personnel on product information.
- Communicates and transacts to suppliers to meet clients' demand.
- Functions as purchaser and logistics in the Procurement / Import and Export Department.
- Arranges and monitors shipments by communicating with suppliers and forwarders.
- Checks and monitors stocks and report fast moving items that are already nearing zero for purchase.
- Sees to it that all items in stock are displayed in the showroom..
- Check damaged items that were kept for a long time and finds ways for them to be sold to minimize loss.
- Attends to customer complaints on sanitary wares and bathroom sets.
- Drafts, makes and sends quotation and receipts to clients via email.
- Assists sales' clerical needs.
- Keeps and files quotations.

Achievement:

- Helped in minimizing the loss by gathering stocks that were stored for a long time due to defects and makes them salable again.

INTERESTS



Photography



Watching Film



Music



Traveling



Exploring



Trekking



Motorbiking

LANGUAGES

English



Filipino



Vietnamese



WORK EXPERIENCE

Jungleman Ha Giang Tours

Travel Consultant | Sept 2017 – Mar 2019 | 1 Yr. and 6 Mos.

Ha Giang, VN

- Responsible in answering customer inquiries thru call and email channels and takes care of the bookings and all social media tasks of Jungleman Ha Giang Tours.
- Suggests itineraries to clients that fit to their requirements.

Achievement:

- Suggests to use social media platforms for the marketing strategies to make the company and its services be known.

LangSchool Cultural & Educational Development Co. Ltd.

English as a Second Language (ESL) Teacher | Jul 2015 – Oct 2018 | 3 Yrs. & 3 Mos.

Ha Giang, VN

- Teaches English as second language to kindergarten, primary, elementary and secondary students.
- Creates lesson plans and activities for various classes.
- Ensures fun delivery of the lessons for effective teaching.

Achievements:

- Created own routine with alternatives to make the class lively.
- Acquired TEFL Certificate.

Davao Light & Power Co.

Department Budgeter & Group Consolidator/Department Inventory Controller / Customer Relationship Management (CRM) Officer

May 2006 – May 2013 | 7 Years

Davao City, Philippines

- Answers emails from both internal and external customers within 48 hours.
- Responsible in preparing the department's capital (CAPEX) and operational (OPEX) budget and variances.
- *Does multiple tasks such as budgeting, CRM – internal, data control, system testing and functional support.*
- Does department's inventory and purchasing of operational supplies via ERP.
- Creates, develops, and documents Key Responsibility Areas (KRA) for relievers and future staffs.
- Assists management or department teams whenever required.
- Designs preformatted text documents for operations purposes.

WORK EXPERIENCE

Achievements:

- Took part as user acceptance tester (UAT) of the newly acquired web-based Oracle System, CC&B.
- Supports and trains every end user - customer service representatives, front liners and contractors on how to use the new system.

Nakayama Technology Corporation

Graphics Operator | Apr 2003 – Aug 2004 | 1 Yr. and 4 Mos.

Digos City, Philippines

- Does photo manipulation based on agent's and customer's requirements.

CERTIFICATES

- Caregiving NCII National Certificate (09/26/2022)
- Housekeeping NCII National Certificate (08/16/2022)
- 120 Hour Professional Teaching English as a Foreign Language (04/2017-06/2017)
- Understanding Financial Statements Seminar (07/2009-07/2009)
- Professional Image Enhancement Program (09/2007-09/2007)
- Customer Courtesy Training (11/2005-11/2005)

EDUCATION

Bachelor's Degree

University of the Immaculate Conception

Jun 1998 – Mar 2003 | Davao City, Philippines

- Bachelor of Science in Computer Engineering

Vocational Course

Prime Aid Philippines Training Institute Inc.

May 2022 – Sep 2022 | Davao City, Philippines

- Caregiving Course

AVAILABILITY

Anytime.

REFERENCES

Available upon request.