



**MICHAEL VINCENT TABLIGAN LACHICA**

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**EMPLOYMENT OBJECTIVES:**

To secure employment with a reputable company where I can utilize my studies, skills and experience to the maximum.

**SUMMARY OF QUALIFICATIONS:**

- Good communication skills written and verbal
  - Typing and computer literate
  - Easy to adjust in any working environment and well oriented with multitasking
  - Work with less supervision and with great initiative
  - Well versed in administrative, clerical, accounting, sales and customer service
  - Manual and automatic driving
  - Skill works: minimal house repairs, vehicle maintenance and upgrade, gardening/landscaping, cleaning and upkeep.
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**PERSONAL BACKGROUND:**

Birthday: May 6, 1980

Place of Birth: Bacolod City

Age: 42 years old

Educational Background:

School: University of Saint La Salle - Bacolod City

Course: Bachelor of Arts and Science Major in Economics and Community Development

Inclusive years: 1997-2001

## **PROFESSIONAL EXPERIENCE:**

### **★ CAREER HISTORY WITH SEA OIL PHILIPPINES INC (current employer)**

- **Total number of years in Service with Seaoil as of 2023 is 8 years**

#### **INDEPENDENT RETAIL MINDANAO COORDINATOR - DAVAO AREA (Officer)**

2015 - 2018

- In charge in taking and posting fuel orders from account officers
- Process the orders, forward payable amount, communicate the confirmation of payment, monitor approval of orders and schedule of loading from depot
- Create database monitoring of orders posted and performance of department
- Give support to the frontline officers

#### **INDEPENDENT RETAIL ACCOUNT OFFICER/MANAGER - DAVAO AREA**

2018 - present

- Field officer
- Handle and manage account in assigned area or cluster (Region 11)
- KPI is particularly based in fuel and lubes volume, margins and station conversion from generic to Seaoil branded station
- Acquire generic stations (unbranded stations), accounts and distributor to solicit orders for both fuel and lubricants
- Manage and maintain accounts orders, payables and increase purchases
- Scout generic or unbranded stations that are suitable or eligible to be a Seaoil branded stations
- Deliver to accounts or stations the lubricant orders
- Solicit orders from accounts for both fuel and lubricants

### **★ CAREER HISTORY BEFORE SEA OIL PHILIPPINES INC.**

#### **ACCOUNTING HEAD**

2002-2013

Minsas Security Agency - Davao City

- Check prepared monthly payroll
- Check monthly remittances for Pag-ibig, SSS and Philhealth
- Prepare bidding documents
- Prepare company's bank transactions

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## **REFERENCE:**

*Provide upon request*

January 26, 2023

Dear Ma'am/Sir

Greetings!

I am writing this letter expressing my interest to apply for any available and vacant position based on my credentials.

Administrative work, customer service and any manual labor I am willing and open to learn given my years of experience as an employee. For more than 20 years of working I have broadened my horizon from working within the office and outside as a sales officer or account manager.

From my previous employment I was honed to handle administrative works such as preparations, balance and checking and checking of documents and data. I have not only prepared or checked it but also interpreted and rectified it if needed. I have been with this company for nearly 10 years.

With my current employer, I am exposed and have first hand handling in terms of acquisition, management, problem solving and maintaining an account or business. I work until wee hours in the evening and during weekends or holidays just to resolve a concern or give assistance to a client. After sales service is also very vital in this line of work. I have met and faced different people and their personalities, encountered the easiest and the most irate or difficult customers. I am currently working in this company (Seaoil Philippines Inc) and this year I will be serving my 8th year in service.

My reason for applying and venturing into this opportunity is not just to gain experience but to secure employment for the betterment of my family and children's future. I have a clear notion, dedication and commitment to improve the living of my family given the chance.

I hope that you take into consideration my application and my aspiration to this pathway in order to use my skills and experience with the suitable company. You can reach me at [vincentmichael.lachica6@gmail.com](mailto:vincentmichael.lachica6@gmail.com) for an interview at your most convenient time.

Sincerely,

Michael Vincent Tabligan Lachica