



# Jose Montaña Batul

Manager, Professional Teacher

## CONTACT ME

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Subdivision, Odate De  
Leon, Mandurriao, Iloilo  
City

## EDUCATION

**Teacher Certificate Program**  
PHINMA University of Iloilo  
2020-2021

**BS in Information Technology**  
Central Philippine University  
2003-2017

**Secondary Education**  
Pawa National High School  
1997-2001

## EXPERTISE

- Business Development
- Financial Management
- Project Management
- Brand Marketing
- Planning and Development
- Administration and Supervision

## WORK EXPERIENCE

Assistant Store Manager 2016-2023

### Contemporain Foods Inc | Pasay City

#### Store Management

- Analyzing daily business operations
- Auditing and assessing store performance
- Monitoring and controlling costs and expenses
- Ensuring that all operational and paperworks are done accurately, thoroughly and on timely manner
- Enforcing healthy and safety values

#### Team Member Management

- Adhering to all counseling and discipline procedures to all team m in coordination with AM, HR and respective agencies
- Ensure viability of team members proximity to work place prior to deployment
- Monitor a high level of motivation to ensure consistent quality products and services
- Appropriate delegation and development plan for team members
- Provides initial evaluation and recommendation of all team members promotion in coordination with the Area Manager
- Introducing, orienting, overseeing, training and evaluating newly hired team members

#### Product Management

- Product knowledge in coordination with the Human Resource Department and Training
- Educating all team members on all products and services and facilitating in-house training

Assistant Store Manager 2015-2016

### ROMAC Visayas Services Inc | Iloilo City

#### Store Operations

- Responsible in performing managerial tasks such as preparation of Daily Sales Report, Month-end Reports, Maintenance and Construction, QA Reports,

#### Stocks Management

- Monitor stocks level and prepare Inventory Reports

#### Manpower Management

- Conduct screening of applicants, provides training and performance evaluation

## REFERENCES

**Rynheart Karl Estares**  
Contemporain/Area Manager

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**Dan Hezron Biboso**  
DICT/Project Devt Officer

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