

Sir/Madam:

Christian Greetings!

Due to my desire to impart my knowledge and skills to this competitive company, I would like to apply for any position that fits my qualification. I am very much interested for possible employment for your company because I believe that my educational preparations, skills, trainings and employment backgrounds qualify to work in your prestigious organization.

I graduated at Ilocos Norte College of Arts and Trades for my secondary education in 2004. With Management as my major, I pursued the degree Bachelor of Science in Commerce at Northwestern University- College of Business Education, Laoag City one of the prestigious Universities in Ilocos Norte .

I had my Business Practicum/On-The-Job Training at Government Service Insurance System (GSIS) Laoag City, Regional Office which was conducted by Northwestern University Internship Program. I Stayed at ARK Print Express for about 5 months in service and currently employed as Administrative Senior Supervisor in the company Bounty Agro Ventures Inc. I have been with this company for almost 15 years in service and with this detailed experiences in business/office /work skills, I humbly believe that I am very much ready to enter a new world of my career. I want to practice more my profession and also to develop more my skills. Currently, I have a brother who is a permanent resident and Sister in law who is a Canadian Citizen at Saskatchewan. They are the one who advise me to apply for any position since they can assist me during my stay in Saskatchewan given the chance to work with you.

The qualifications above serve as magic keys in opening a new door of opportunity & employment in this company. I am very much interested in speaking with you further about this opportunity. I can be reach anytime, and I look forward in hearing from you soon. Thank you for giving some preferential consideration on my application.

Thank you and more power.

Very truly yours,



**ARLYN D. CACACHO**

# ARLYN D. CACACHO

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[arlyndalida@yahoo.com](mailto:arlyndalida@yahoo.com)  
[arlynantoniodalida@gmail.com](mailto:arlynantoniodalida@gmail.com)



## PERSONAL INFORMATION

Permanent Address : Bgy. 41, Balacad, Laoag City  
Date of Birth : August 19, 1987  
Place of Birth : Laoag City  
Height : 5"  
Weight : 171.96 Lbs.  
Sex : Female  
Civil Status : Married  
Religion : Roman Catholic  
Nationality : Filipino

## BENEFICIARY

Beneficiary Name : Ador Vicenter Cacacho  
Relationship : Husband  
Permanent Address : Bgy. 5 Nalasin Paoay, Ilocos Norte  
Occupation : Armed Forces of the Philippines (Military)  
Mobile No. : (+63927) 2834845

## DEPENDENT

Father: Sabas C. Dalida (Deceased) Date of Birth : December 5, 1940  
Place of Birth : Altavas, Aklan

Mother: Herminigilda A. Dalida Date of Birth : October 28, 1951  
Place of Birth : Laoag City, Ilocos Norte  
Occupation : Businesswoman

## EDUCATIONAL BACKGROUND

<b>Elementary</b>	<b>Year [From] – [To]</b>
School: Suba Elementary School Address: Suba, Paoay Ilocos Norte	1994 – 2000

<b>Secondary</b> School: Ilocos Norte College of Arts and Trades Address: Castro Avenue, Laoag Ciy	2000 – 2004
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<b>College</b> School: Northwestern University-laoag City Course: Bachelor of Science in Commerce, Major in Management Address: Laoag City, Ilocos Norte	2004-2008
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**Public Speaking Course**  
Toastmasters International  
Norms Earned: Competent Communicator & Competent Leader  
October 20, 2014 to May 20, 2018

## EMPLOYMENT HISTORY

**Position: Office Assistant**

Company: ARK Print Express

Address: Brgy. 18 Fariñas Street, Laoag City, Ilocos Norte

Date: December 1, 2008 to April 30, 2009

***Job Description / Duties and Responsibilities:***

- Encoding
- Operating Xerox Machine
- Scanning Documents
- Making researches for students in their Business Plan, Feasibility Studies, Marketing Research, Business Research etc.

**Position: Administrative Clerk with extended Function as Food Retail Specialist**

Company: Bounty Agro Ventures, Inc.

Address: Unit 1008 10<sup>th</sup> floor, The Taipan Place Emerald Avenue, Ortigas Center, Brgy. San Antonio Pasig 1605

Date: **June 2009 to June 30, 2010**

**Position: Administrative Assistant with extended Function as Food Retail Specialist (Promotion)**

Company: Bounty Agro Ventures, Inc.

Address: Unit 1008 10<sup>th</sup> floor, The Taipan Place Emerald Avenue, Ortigas Center, Brgy. San Antonio Pasig 1605

Date: **July 1, 2010 to November 11, 2012**

**Position: Senior Administrative Assistant (Promotion) with extended Function as Food Retail Specialist**

Company: Bounty Agro Ventures, Inc.

Address: Unit 1008 10<sup>th</sup> floor, The Taipan Place Emerald Avenue, Ortigas Center, Brgy. San Antonio Pasig 1605

Date: **November 12, 2012 to June 10, 2013**

***Job Description / Duties and Responsibilities:***

- Support Information System Department in terms of Networking, & other computer related matters
- Support Human Resources Department in terms of Employee Attendance, Benefits, Loans, & other concerns
- Conducts monthly retail store audits in Ilocos Norte, Ilocos Sur and Abra (Inventory of Stocks and supplies and cash on hand) & Assist in the overall store operations of 62 Retail Outlets.
- Consolidates & prepares Weekly Progressive Report
- Signs in behalf of superior, as delegated, all correspondence, requisitions, vouchers, and other forms of documents.
- Custodian of petty cash fund. Replenish petty cash disbursements on a weekly basis;
- Establishes and maintains comprehensive and confidential files on personnel, policies, records, reports & reference materials
- Prepares Weekly manpower Deployment Schedule for Service Crews & Merchandisers deployed in Rotisserie Stores & Supermarkets.

**Position: Administrative Supervisor with extended Function as Food Retail Specialist (Promotion)**

Company: Bounty Agro Ventures, Inc.

Address: Unit 1008 10<sup>th</sup> floor, The Taipan Place Emerald Avenue, Ortigas Center, Brgy. San Antonio Pasig 1605

Date: **June 11, 2013 to June 10, 2015**

**Position: Senior Administrative Supervisor with extended Function as Food Retail Specialist (Promotion)**

Company: Bounty Agro Ventures, Inc.

Address: Unit 1008 10<sup>th</sup> floor, The Taipan Place Emerald Avenue, Ortigas Center, Brgy. San Antonio Pasig 1605

Date: **June 11, 2015 to Present**

***Job Description / Duties and Responsibilities:***

- Consolidation of BC Weekly Progress Report
- Support Human Resources Department in terms of Employee Attendance, Benefits, Loans, & other concerns
- Daily Sales order Creation in SAP System for Live/Dressed/Reseller
- Conducts monthly retail store audits in Ilocos Norte, Ilocos Sur and Abra (Inventory of Stocks and supplies and cash on hand) & Assist in the overall store operations of 62 Retail Outlets.
- Overall in charge of Resellers Inquiry in both Resellers Portal & Ilocos FB Page
- Process all resellers application and sales order creation in Resellers Portal
- Daily consolidation of Actual Commodity Sales (Live/Dressed/Contractors/Resellers) Report and Editing actual sales in SAP
- Sending Commodity Sales and Frozen Inventory Report & Reconcile of Retail Store Sales and Collection Report
- Coordination of Dressing Plant harvest for daily production(Farm Sourcing)
- Reckoning Contract Growing Poultry Farm Liquidation Report (Harvest, Feeds, Medicines)
- Conducts monthly retail store audits in Ilocos Norte, Ilocos Sur and Abra with 15 Retail Store Assignment(Inventory of Stocks and supplies and cash on hand)
- Creation of Purchase Requisition (Office Supplies/Production Supplies/Vehicle Repairs & Maintenance)
- Monitors Contract Agreements for Contract Growers/Distributors/Truckers.
- Taking minutes and action logs of every Meeting (BC Meeting & Operations Meeting)
- Monitors all Incoming & outgoing transmittals

<b>TRAINING / SEMINARS ATTENDED</b>
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On-the-Job-Training

Duration: April 28, 2008 to June 2, 2008

Organization: Government Service Insurance System(GSIS)-Regional Office

Department: Loans & Claims Division

Address: P. Paterno Street, Brgy, 29, Laoag City, Ilocos Norte

Title: Business Practicum

Career Day Program

Duration: February 12, 2009 (8 Hours)

Venue: Northwestern University, Student Center

Address: Laoag City, Ilocos Norte

Title: Job Orientation Seminar & Job Fair-On Campus Interview

Hotel, Restaurant and Tourism Industry: Premier Wings of Trades

Duration: February 23, 2005

Venue: Teatro Ilocandia, MMSU-Batac Ilocos Norte

Address: Brgy. Quilling Sur Batac City, Ilocos Norte

Rotisserie Operations Training

Duration: July 20, 2011

Venue: Mariano Marcos State University Training Center

Address: Brgy. Caunayan Batac City, Ilocos Norte

Office Decorum

Duration: July 25, 2013

Venue: Mariano Marcos State University Training Center

Address: Brgy. Caunayan Batac City, Ilocos Norte

<b>CHARACTER REFERENCE</b>
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**Mr. Leonardo T. Calibuso**

Group Manager

Bounty Agro Ventures, Inc.

Brgy. 5 Cal-laguip Batac City, Ilocos norte

Cel. No. (+63919)9125716

Tel. No. (077) 6005260

**Ms. Marites G. Gudoy**

**Business Center Head**

Bounty Agro Ventures, Inc.

Brgy. Quilling Norte, Ilocos norte

Cel. No. (+63917)8258200

Tel. No. (077) 6005260

I hereby certify that the above information are all true and correct to the best of my knowledge and belief.

  
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Applicant's Signature