



Castillo, Nicah H.

Seeking an entry-level position to begin my career in a high level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

CONTACT

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📍 263 Camia St.
Talahiban 1st. San Juan,
Batangas

EDUCATION

Bachelor of Industrial Technology
Major in Computer Technology

BATANGAS STATE UNIVERSITY

2012-2016

CERTIFICATION

National Certificate II (NC II) in

Bread and Pastry Production

Valid Until: FEBRUARY 02, 2029

SKILLS

- Customer Service Oriented
- Computer Literate: MS Office
- Knowledge of basic editing in Photoshop
- Outstanding communication and interpersonal abilities
- Professional and friendly with the ability to resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Decision-making and being able to cope with stressful situations.
- Knowledge of following instructions and learn new techniques.

PERSONAL DATA

Age : 28
Height : 150cm
Weight : 108lbs
Status : Single
Nationality : Filipino

WORK EXPERIENCE

THENAMARIS PHILIPPINES INC. | PROCESSING OFFICER

Marbella II BLDG. Roxas Blvd Malate
2016- Present

- This position is responsible in embarkation of seafarers.
- Ensures all crew joining and sailing the ships are complying with the training and certification.
- Checks and monitor the validity and authenticity of the documents of the seafarer's.
- Receive seafarer's original documents and responsible in scanning all documents of embarking seafarer's upon submission.
- Assist the crewing officers and ratings in preparing documents of dispatching.
- Prepare and provide complete requirements for visa application.
- Responsible for uploading contracts, allotment in Crew Scheduling.
- Update records of all embarked seafarer
- Performs other duties as may be assigned by the management.

TRAININGS/ SEMINAR

- In-house Leadership Training- Thenamaris Philippines Inc.
- Workers Occupational Safety and Health Seminar
- ISO 9001:2015 Familiarization Course- Thenamaris Philippines Inc.
- Understanding Management System- Thenamaris Philippines Inc,
- Continuing Agency Education Program Webinar- Mandaluyong City

REFERENCES

JOHN CARL DIO

ICT Manager/ DPO/ Training Coordinator

Thenamaris Philippines Inc.

Phone: +63 917 865 1902

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Maricel Marquez

HR & QMR

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