

RG Goco

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Blk 10 Lot 26 Mulawin St. Perpetual Village 6 Mambog 4 Bacoor Cavite



EDUCATION

BS Electronics Communication Engineering Technology

Technological University of the Philippines
A.Y June 2008 - March 2011

SKILLS

Proficient in Microsoft Office
Time Management
Great communication and analyzation skills
Excellent attention to details
Planning and scheduling skills

WORK EXPERIENCES

- **Business Owner: Aug 2021 - Oct 2023**
 - Supply quality and fresh beef meats to restaurants, caterings and personal consumption
- **Transport Coordinator: Jan 2020 - July 2021**
Agility Logistics Distribution Inc. - Pasig
 - Ensures optimum utilization and allocation of transport resources through a well-balanced distribution and utilization of loads.
 - Prepares load planning and truck delivery schedules to ensure timely and orderly queuing of trucks and making sure that all orders are delivered on agreed time to achieve targeted customer service level
- **Property Specialist: Sept 2018 - Dec 2019**
Amaia Steps Alabang
 - Promote sales of properties through advertisements, open houses, and participation in multiple listing services
 - Evaluate offers from vendors and prepare sale reports and other contracts
- **Financial Advisor: Nov 2017 - January 2018**
Sun Life Financial - Makati
 - Recommend investment products and service that are suitable for prospect and client
 - Execute and negotiate through insurance, investment, and other task quoted to client

- **Purchasing Assistant: June 2016 - June 2018**
Taters Enterprises Incorporated - Makati
 - Prepare and maintain purchase order data by verifying specifications and price
 - Conducting market research to identify pricing trends and negotiate better prices with vendors and suppliers
 - Liaise with warehouse staff to ensure all products arrive properly and in good condition
- **Admin Support Assistant: Mar 2015 - Sept 2015**
Pioneer Highlands (North) Condominium Corporation
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Monitoring of inventories and order items
 - Performs general clerical duties such as filing and record keeping
- **Supply Chain Coordinator: April 2012 - Nov 2012**
CTSI Logistics Philippines Inc. - Paraque
 - Managing inventory and supply sources to support manufacturing and anticipated demand. Monitoring of daily inventory report and update clients for all delivery transactions
 - In charge to do billing statement on different accounts
- **Distribution Asst. Analyst: Oct 2011 - Mar 2012**
CTSI Logistics Philippines Inc. - Paraque
 - Responsible for all bookings and deliveries from pick up to deliveries to customers
 - Manages routing of truck delivery destination
 - In charge to do billing statement on special accounts
- **Warehouseman: April 2011 - Sept 2011**
CTSI Logistics Philippines Inc. - Paraque
 - Responsible for picking and dispatching of items for delivery
 - Assist on monthly inventory count of stocks
 - Ensures that actual stocks are tallied on the stock card

REFERENCE

Trixy Regero
Business Change Management
DSV Air and Sea Inc.
+63 997 658 8722

Marilou R. Martinez
Procurement Supervisor
Taters Enterprises Inc.
+63 9175329228