



# Fernando T. Erandio II

An extremely dedicated individual with almost 12 years of professional work experience in a Real Estate Company who is seeking for a career opportunity on working abroad and willingly accept job offers that may relate my previous and current job experiences. Willing to take risk and accept any duties that may assigned since i am searching for a new opportunity to learn new skills.

Dedicated, loyal and customer oriented Supervisor. Possess strong knowledge of best practices and principles of employee coordination. Blends superb time management and organizational skills with attention to detail.

## CONTACT

 Cainta, Rizal, Philippines, 1900

 0917-3212349

 ferdzerandio@yahoo.com

## SKILLS

- Flexibility in tasks
- Customer Service Provider
- Strong Decision Maker
- Innovative
- Complex Problem Solver
- Coaching & Feedback
- Critical Thinking
- Computer literacy
- Good communication skills

## LANGUAGES

English, Filipino (Tagalog): First Language

## ADDITIONAL INFORMATION

Relatives in Canada:  
 Julius Erandio (Brother) - Filipino/Canadian Citizen living in Montreal with his Family currently working in a Hospital as a Nurse  
 Albinio Tañagras (Uncle) - Filipino/Canadian Citizen living in Montreal, he is a retired Hospital employee.  
 Allyson Tañagras (Cousin)  
 Maricris David (Cousin)

## EXPERIENCE

### *Credit Management Supervisor*

DMCI Homes Corporate Center - Makati, Philippine

- 02/2011 - Current
- Prepares Credit Team Report
  - Screening of clients profile
  - Resolving customer concerns via email
  - Checking of accounts submitted by staff
  - Evaluate client's credit history in company
  - Determining clients capability to invest a condo property by checking their income earning and suitable pay terms
  - Communicate with organization needs and giving guidance
  - Oversee staff's performance and identify development needs

### *Data Encoder*

Red Ribbon Corporation - Pasig City, Philippines

- 06/2010 - 12/2010
- Received and record official documents (Receipts)
  - Creates schedule for trip tickets for truck deliveries
  - Checking completeness of delivery attachments

### *Computer Graphics Display Mapping*

Pasco Philippines - Pasig City, Philippines

- 08/2009 - 02/2010
- Collecting, sorting and filtering geographical data
  - Matching items from one set with items in another set

## EDUCATION

2009

Bachelor's Degree Graduate in Bachelor of Science in Hotel and Restaurant Management

National College of Business and Arts - Taytay Rizal

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## ACTIVITIES/HOBBIES

- Mountaineering
- Music/Band
- Basketball

The course involves the study and application of practical and managerial knowledge and functions, such as hotel and restaurant operations, culinary arts, food service, hospitality education, and research that are essential in preparing the students to become adept future restaurateurs and hoteliers.

2004

High School Graduate

Lorenzo Ruiz de Manila - Cainta Rizal

2000

Grade School Graduate

Marick Elementary School - Cainta Rizal