



NAIRA M JUMARANG

CONTACT

Mobile :

0905-240-3033

Permanent Address :

Lumbang Calzada, Calaca,
Batangas

Email :

jumarangnaira1228@gmail.com

TECHNICAL SKILLS

1. Microsoft Office Applications
2. G-suite

EDUCATION PROFILE

College Education

Bachelor of Science in Business
Administration major in Financial
Management

Batangas State University-
Lemery Campus

Rajah Matanda St. Lemery,
Batangas
SY: 2017- 2021

CAREER OBJECTIVE

To obtain a valued and challenging position in the field. That would allow me through further improvement and enable me to creatively showcase talents all the while challenging me to adopt new skills needed to advance my knowledge by engaging and dedicating myself to your company.

ASSETS AND CAPABILITIES

- Committed, hardworking, with sense of professionalism
- Can easily adapt to the new environment
- Flexible, competent and resourceful – with strong commitment on assigned task.
- Can communicate both in English and Filipino

SEMINAR ATTENDED

Let's Move Together: How Local Business Can Achieve Financial Resiliency in the Phase of New Normal

Batangas State University- Lemery Campus
November 13, 2021

Empowering Students to Meet the Challenges of Change

Batangas State University- Lemery Campus
October 20, 2020

TRAINING ATTENDED

POLLUTION CONTROL OFFICER (PCO Training)

Innogy Solutions, Inc.
October 2022

40-Hr Basic Occupational Safety and Health (BOSH)

Trainovate
October 2022

Secondary Education

Dacanlao Gregorio Agoncillo
National High School

Dacanlao, Calaca, Batangas

SY : 2009-2013

Elementary Education

Calaca Elementary School

Pob. 2 Calaca, Batangas

SY: 2003-2009

PERSONAL DETAILS :

Sex: Female

Age: 25

Date of Birth: Dec. 28, 1996

Place of Birth: Calaca, Batangas

Civil Status: Single

Height: 5'2

Weight: 41

Citizenship: Filipino

Religion: Roman Catholic

Language: Filipino, English

WORK EXPERIENCE

STATION HEAD/MANAGER

Seoil Philippines Inc. ---- October 2021- present

- Manage the day-to-day operations of the station
- Prepares and maintain accurate report using Microsoft programs
- Observes, evaluates and reports all activities in the station
- Scheduling, hiring and training of employees
- Monitoring of supplies, Inventory management (Ordering and Receiving)
- Handled daily filing, permits, records and papers, maintaining company policies and procedures

CHARACTER REFERENCE

Ms. Marvelyn Montalbo

Station Head, Bauan, Batangas

Seoil Philippines Inc.

0965-766-1924

Mr. Arnold A. Vidal

Retail Territory Manager

Seoil Philippines Inc.

0999-886-3731

IN CASE OF EMERGENCY

Sofia Jumarang

Address : Lumbang Calzada, Calaca, Batangas

Contact No. : 0955-438-6834

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


NAIRA M. JUMARANG

Applicant