



## **CHEREYLL NANO PADERANGA**

**127C Summitville, Pututan, Muntinlupa,**

**Metro Manila Philippines-1772**

**Mobile Nos. : 0960-290-9945**

**WhatsApp Chat No. : 0995-3981139**

**Email: [chereyllpaderanga8@gmail.com](mailto:chereyllpaderanga8@gmail.com)**

### **EMPLOYMENT HISTORY**

**COMPANY** : **MCR INDUSTRIES, INCORPORATED**  
Manufacturer of Quality Inks & Industrial Paints  
(offset, letterpress, flexo, rotogravure, tin litho., coatings,  
Silkscreen, varnishes & coil coatings).

**ADDRESS** : **Main Office**  
495 Boni Avenue, Mandaluyong City Philippines  
**MCR Plant**  
Camias Road, Bo. Bancal, Carmona Cavite

**INCLUSIVE DATE** : January 6, 2003 – July 30, 2022  
Technical Secretary

### **BRIEF DUTIES & RESPONSIBILITIES:**

1. Assist the Technical & Manufacturing Director by typing and printing office correspondence and directives within the scope of plant operational activities.
2. Take and make calls for the Technical & Manufacturing Director and exercise discretion on unusual condition.
3. Make appointment for the Technical & Manufacturing Director and remind him of such appointment.
4. Types report, confidential matters, memorandums, production forecast, and other papers originating from other departments.
5. Received documents from main office and distribute the same.
6. Maintain technical files of raw materials from different suppliers.
7. Maintain files of customers.
8. Take and prepare minutes of meetings.
9. Checks emails coming from supplier, customers and main office.
10. Attend to processing of documents in municipality office and other government offices.
11. Acts as petty cash custodian.
12. Other duties and responsibilities that maybe assigned by the Technical and Manufacturing Director.

**INCLUSIVE DATE** : July 1, 2022 – October 15, 2022  
Shipping Coordinator

**BRIEF DUTIES & RESPONSIBILITIES**

1. Receive and confirm all authorized Sales Order (SO) issued by Sales & Marketing Dept.
2. Process the Sales Order (SO) to Delivery Receipt (DR) through the “Pick, Pack, Ship” module of DEAR System.
3. Print the Delivery Receipts (DR) and secure its approval on or before the cut-off time set for the documents to be released to the Dispatch team.
4. Collate all required sample bottles and/or documents such as Technical Data Sheet (TDS), Certificate of Inspection (COI), Material Safety Data Sheet (MSDS), etc.
5. Collect and transmit promptly to the Head Office all Delivery Receipts (DR) issued and signed by the Customers.
6. Monitor and update the Shipping assigned DEAR modules and Google Sheets for “Sales Order to Shipping” and MCR-Dear SO Fulfillment”.
7. Promptly communicate with the Shipping Coordinator and, if needed, concerned personnel of Technical, Finished Goods Warehouse and Production Planning & Control, for any concerns or issues that will affect the timely delivery of customer’s order.
8. Encode transaction data in the Company’s computerized system when needed.

*Note : Availed the Company Optional Retirement (20 yrs. of service)*

**PERSONAL DATA**

Name : **CHEREYLL NANO PADERANGA**  
Age : 41 years old  
Date of Birth : August 10, 1982  
Gender : Female  
Home Address : 127C Summitville, Pututan, Muntinlupa,  
Metro Manila Philippines-1772  
Citizenship : Filipino  
Religion : Roman Catholic  
Height : 5’2’  
Weight : 60 kgs.  
Civil Status : Married  
Language : English, Tagalog, Visayan  
Father’s Name : Loreto C. Nano  
Occupation : Deceased  
Mother’s Name : Anilita D. Nano  
Occupation : Housewife  
Spouse Name : Dennis M. Paderanga Jr.  
Occupation : Seafarer  
No. of Children : 2

## **EDUCATIONAL BACKGROUND**

### **Immaculate Conception College-La Salle (La Salle University)**

#### **Diploma of Bachelor of Science in Commerce Major in Business Administration**

Las Aguadas, Ozamiz City  
Misamis Occidental

### **Immaculate Conception College-La Salle (La Salle University)**

#### **High School Diploma**

Las Aguadas, Ozamiz City  
Misamis Occidental

### **Catadman Elementary School**

#### **High School Diploma**

Catadman Manabay Ozamiz City  
Misamis Occidental

**Skill** : Computer Literate – MS Word & MS Excel  
Can Drive

## **CHARACTER REFERENCES**

- 1. ENGR. RODOLFO G. VICENCIO JR.**  
President  
MCR Main Office – 495 Boni Avenue,  
Mandaluyong City, Philippines – 1550
- 2. ENGR. BERNARDO A. BAUTISTA**  
Technical & Manufacturing Director  
MCR Plant Office – Camias Road, Bo. Bancal, Carmona  
Cavite, Philippines – 4116
- 3. MRS. CYNTHIA T. ORBIGOSO**  
Retired Head Accountant  
MCR Main Office – 495 Boni Avenue,  
Mandaluyong City, Philippines – 1550

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

  
**CHEREYLL NANO PADERANGA**  
Applicant Signature