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OBJECTIVE:

To secure any challenging position to fully utilize my knowledge, training and skills while making a significant contribution to the success of the company.

SUMMARY OF QUALIFICATION

- Assistant Supervisor with 10 years of experience in assisting supervisors so that employees and customers are benefitted.
- Responsible in performing administrative task, guiding employees under supervision of supervisors.
- Assisting in hiring new personell, reviewing applications and arranging initial meetings.
- Participating in trainings, seminars, mentoring new hired and bringing employees concern to the supervisors.

EMPLOYMENT HISTORY

Current Job: Backyard Piggery Operator
YEARS OF EXPERIENCE: January 2021-Present

Company: Natasha Sales and Marketing Corporation
Address: Taft Avenue, Manila Philippines
Position: **Assistant Supervisor-Cashier**
Employment Period: (January 2014-December 2019)

Duties and Responsibilities

- Branch HR officer.
- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit. • Scan goods and ensure pricing is accurate

- Redeem stamps and coupons.
- Issues official receipt to customers.
- Handle merchandise returns and exchange.
- Wrapping packages.
- Greet customer when entering and leaving the store.
- Responsible for the reimbursement of store expenses.
- Updates daily cash and credit sales reports.
- Making sure that daily cash sales are tallied and properly deposited on time.

Company: Natasha Sales and Marketing Corporation

Address: Taft Avenue, Manila Philippines

Position: **Inventory Control Officer and Order Processing Assistan**

Employment Period: (January 2009 to December 2013)

Duties and Responsibilities

- Monitors stocks and supplies.
- In-charge in daily cycle count and ordering of stocks.
- Receiving and checking of deliveries.
- Record and track stock level.
- Monitor distribution of stocks.
- Maintain stock records using manual or computerised system.

Company: Natasha Sales and Marketing Corporation

Address: Taft Avenue, Manila Philippines

Position: **Sales Staff**

Employment Period: (July 3, 2000-December 2008)

Duties and Responsibilities

- Responsible in taking phone call order of customers.
- Preparing, picking, packing and releasing of customers order.
- Cleaning and organizing of stockrooms.

Company: Mc Donald's Urdaneta Branch

Address: Urdaneta City, Philippines

Position: **Food Server Attendant/Service Crew**

Employment Period: (January 28- April 28, 1999) Part Time

Duties and Responsibilities

- Greeting customers upon entering and leaving the store.
- Taking food and beverage orders and accurately entering them into the ordering system.
- Making menu item recommendation.
- Serve food to customer.
- Clean tables and arrange trays.
- Process payments whether cash and credit card payments.

TRAININGS AND SEMINARS ATTENDED

- Providing Housekeeping Services
TESDA Online Program
(August 17, 2022)
- Introduction to Caregiving TESDA Online Program
(August 15, 2022)
- Introduction to Front Office TESDA Online Program
(August 10, 2022)
- Business Owner of Printing Services (2021-present) Sariaya, Quezon
Philippines
- Triumph Product Training Program (June 9, 2015) Pasig City, Philippines
- On the Job Training for Television (May 10- June 10, 1999)
ABS-CBN Broadcasting
Quezon City, Philippines
- On the Job Training for Radio (October 25- November 4, 1999)
DZAG Station
Agoo, La Union, Philippines

AWARDS

Employee of the Month (2019, 2018,2017,2013, 2008-2011)
Assistant Supervisor of the Year (2016)
Branch HERO of the Year (2008)

SKILLS

- Teamwork

- Customer Service
- Time Management
- Communication
- Computer Literacy(**Microsoft Word and Excel**)
- Adaptability

EDUCATIONAL ATTAINMENT

College

Course: **Bachelor of Arts in Mass Communication**

Year Graduated: March 23, 1999

School: Computronix College

Address: Dagupan City, Philippines

Secondary

School: Saint Mary's Academy

Year Graduated: 1995

Address: Agoo, La Union, Philippines

ADDITIONAL INFORMATION

Passport Number: P0632076C

Issued by: DFA Lucena City Philippines

Expiration Date: June 21, 2032

CHARACTER REFERENCE

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