



**Address:** Northern Binugao, Toril Davao City **Email Address:** pantujanallan@gmail.com

**Mobile #:** 09455812880

***PERSONAL PROFILE***

**Age:** 28 yrs. old

**Birthdate:** March 29, 1994

**Birth Place:** Davao City

**Height:** 5’5

**Weight:** 70kls.

**Nationality:** Filipino

**Region:** Roman Catholic

A fully committed, capable and motivated person who possesses the required vision, ability and drive

needed in a well-established organization. A highly organized and consistent individual who’s eager to

learn and can quickly comprehend and adapt complex administrative role and able to work under

pressure and deliver results within deadlines.

***CAREER OBJECTIVES***

I am currently looking for a full-time position in an environment that offers a greater challenge,

increased benefits for my family, and the opportunity to help the company advance efficiently and

productively. To secure a position with a stable and profitable organization, where I can be a member of

a team and utilize my business experience to the fullest. To gain long term employment with a company

that is on or looking to be on the cutting edge, a company that puts value on people and the products

they are promoting.

***SKILLS & QUALIFICATIONS***

• Knowledgeable in MS Word, MS Excel, PowerPoint and Outlook

• Proficient in English and Filipino, both written and oral

• Well-trained in handling and communicating people

• Well-developed interpersonal skills

• Ability to work well independently as well as part of A team

• Ability to exercise flexibility, initiative and discretion

***On the Job Training***

**D’ Japanese Tunnel;**

*Waiter / Tour Guide*

***PROFESSIONAL EXPERIENCE***

**Starburst Marketing Inc. *April 2012 – October 2012***

*Checker*

**National Bookstore *November 2012 – May 2014***

*Sales Associate*

**LG Electronics *June 2014 – June 2016***

*Field Product Specialist*

**EMCOR Inc. *July 2016 – July 2017***

*Sales Associate*

**Robinsons Appliances *November 2017 – November 2018***

*Product Specialist*

**ABENSONS Appliances *November 2018 – March 2019***

*Product Specialist*

**Sing Kiong Hong Dockyard / Jaya Coastal Group ( Malaysia Base)**

***April 20, 2018 – June 6, 2021***

*Electrician / Seaman*

*BF Industries*

*January 19,2022 - present*

*Electrician*

***EDUCATIONAL ATTAINMENT***

***Vocational***

**Bachelor of Science in Hospitality Management Major in Tourism**

Singphil Technical Training Center Inc.

Agton Street., Toril Davao City

*S.Y. 2012*

***Highschool***

Binugao National Highschool

Binugao Toril, Davao City

*S.Y. 2010*

***Elementary***

Binugao Elementary School

Binugao Toril, Davao City

*S.Y. 2006*

***CHARACTER REFERENCES***

**MR. PHILIP DUMLAO**

Branch Manager

China Bank Savings

**MRS. MARIBEL SEMBRANO**

Regional Manager

Landbank of the Philippines

**MR. NEGRO TAN LIZARDO**

CEO / Founder

Casa De Negro

**MS. APRIL CAJEGAS**

Documentation Supervisor

HLC Group of Companies

**MR. ROMEO SANIEL**

Brgy. Captain

Brgy. Binugao

**MR. NEIL GREG SANIEL**

Brgy. Kagawad

Brgy. Binugao