



FLORTIMAH OBADO

Contact

Address

San Isidro, Mahaplag, Leyte

Phone

(+63)9293578460

E-mail

obadoflortimah@gmail.com

Skills

- Computer Literate
- Proficient in MS Office
- Time Management
- Detail Oriented
- Ability to Multitask
- Good interpersonal & Communication skills
- Can work independently

Languages

- English
- Tagalog
- Cebuano

Motivated and detail-oriented with one year of experience in the food service industry. Strong ability to work independently and as part of a team to meet deadlines and deliver high-quality work. A quick learner, adaptable, and eager to expand skills.

Work History

Mar 2023 –
Jul 2023

Logistics Fleet Documentation Clerk

Ritemeat Marketing – Guindapunan Palo, Leyte

- Responsible in performing administrative and technical tasks e.g., preparation of documents for the renewal of National Meat Inspection and Service (NMIS), Land Transportation Office (LTO), Bureau of Animal Industry (BAI), etc.
- Monitor and gather documents or reports, encode, and compute material expenses of every unit of truck.
- Check and prepare monthly reports on renewed and unrenewed units.
- Responds to queries and perform other related functions.

May 2015 –
May 2016

Sales Clerk

Louiessa's Bakery - Makati City

- Inspected floor displays, noted missing items, and immediately replenished merchandise.
- Processed payments and returns with accuracy and efficiency.
- Placed new merchandise on shelves and racks in appealing, organized arrangements to drive sales.

Education

2018 - 2022

Bachelor of Science in Agribusiness

*Visayas State University
Visca, Baybay City, Leyte*

- Awarded Magna cum laude

2016 - 2018

Accountancy, Business & Management

*Mahaplag National High School
San Isidro, Mahaplag, Leyte*

- Awarded With High Honor

Licensed

2024-05 **Licensed Agriculturist**
Lic. No. 0044787

Certifications & Trainings

2024-01 **Webinar on Quality Standards in Coffee Production**
Bureau of Agriculture and Fisheries Standards (BAFS)

2024-01 **Webinar on Innovation and Security**
Civil Service Commission - NCR

2023-05 **Meat Transport Vehicles Operator’s Meeting**
National Meat Inspection Service (NMIS)- Region VIII

2023-01 **Agricultural Crops Production NC II**
Bryan Integrated Farm

2023-01 **On-the-job Training in Agricultural Crops Production**
Chandria Integrated Farm

2022-10 **Honor Graduate Eligibility (PD 907)**
Civil Service Commission Regional Office VIII

Character Reference

ELMER BRYAN A. EMPRON
Bryan Integrated Farm Owner
Brgy. Tagaytay, Mahaplag, Leyte - Philippines
(+63)9658444173

MARIFE L. CAINTIC
MNHS Teacher/Guidance Councilor
Brgy. San Isidro, Mahaplag, Leyte - Philippines
(+63)9606631190

DIOSITO S. DIAZ
Chandria Integrated Farm – ACP,OAP Head Trainer
Brgy. Gacat, Baybay City, Leyte - Philippines
(+63)9068498416