

CERILO V. SORIA

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OBJECTIVES

- To expose myself in a job that can widen and enhance my skills. Render service to the best of my abilities, knowledge and experience, to be able to contribute on the company's success.

WORK EXPERIENCE

Mont Manna Fruits Inc.

Brgy. Luna Ormoc City

- Nursery Supervisor (June 2016 - January 2017)

Bounty Fresh Foods Inc.

BGC Taguig City

- Farm Supervisor (March 1, 2017 – Aug. 1, 2017)

Easygas Convenience Station (Shell Retail Company)

Lapu-Lapu City, Cebu

- Site Supervisor (January 2018 - Feb 2019)
- Site Manager/In charge (March 2019 - December 2019)

JnT Express

Mandaue City, Cebu

- Admin Officer (June 2020- December 2020)

Wall Street Courier Services Inc. (NINJA VAN)

Pajo, Lapu-Lapu City, Cebu

- Warehouse Custodian (February 22, 2021 – August 27,2021)

Virginia Food Inc.

Osmeña Bldv. Cebu City

- Factory Outlet-In Charge (Sept. 28,2021- March 12,2022)

PERSONAL DATA

Age: 33years old
Birthday: October 03, 1990

Civil Status: Single

Citizenship:	Filipino	Sex:	Male
Religion:	Roman Catholic	Language:	English, Tagalog, Cebuano

EDUCATIONAL BACKGROUND

TERTIARY	VISAYAS STATE UNIVERSITY Baybay City Leyte BS in Agribusiness Graduate (2015-2016)
SECONDARY	PINAGBUHATAN HIGH SCHOOL Brgy. Pinagbuhatan, Pasig City 2004 – 2005
PRIMARY	GABAS CENTRAL SCHOOL Baybay City, Leyte 2001 – 2002

SKILLS / ABILITIES

Knowledge of:

- MS Office, Excel, Power Point Presentation, Basic Photoshop, Capcut
- Sales Reporting
- Cashiering
- Sales Reconciliation
- Expense Report
- Inventory Management
- Merchandising
- Payroll Making
- Forecasting and ordering stocks
- Designating daily task to employee
- Motivating Employee
- Sanctioning disciplinary action
- Conducting daily toolbox meeting
- Knowledge in Navigator and KPI(key performance indicator)
- knowledge in identifying top SKU's
- Identifying fast and slow moving items
- Maintaining a daily log and control of all ledgers
- Recording Expenses and Check Disbursement
- Keeping daily activity logs
- Ensuring BSS(Basic Service steps) is met
- Updating Goal Zero (no casualties)

REFERENCES

Rose Namalata	Easygas Convenience Station Human Resource Manager Cel #: 09338755856
Leila Boot	Pina Del Sol Phil. Inc. Admin Head Officer Cel #: 09124458128
Andee Lyn Q. Lapinid	Padhessive PH. Supervisor Cel #: 09190934878 / (032) 236-4681
Mercy Joy Defensor	Bounty Fresh Foods Inc. Farm Head/Manager Cel #: 09051344517
Johua B. Dalagan	Wall Steet Courier Services Inc. Station Head Cel #: 0915 424 4862