



ANJOHN A. DELAPA

Casuntingan, Mandaue City

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CAREER OBJECTIVE:

I am seeking a company where I can use my experience and education to help the company meet and surpass its goal.

PERSONAL QUALITIES AND ATTRIBUTES:

- Able to adapt oneself to new surroundings, to make change so as to fit new conditions.
 - Ability to work on my own without being constantly being supervised.
 - Has good communication skills.
 - Shows honest work ethic and accept responsibilities under pressure.
 - Motivated self-starter with a strong desire to learn.
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PROFESSIONAL WORK EXPERIENCE:

PARTS SALESPERSON/COLLECTOR

April 2003 – April 2016

Parts Master Auto Shop

94 Gen. Echavez St., Cebu City

Duties and Responsibilities:

- Responsible for collecting payments from the clients.
- Process sales payments, and examine exchanged parts.
- Locate and monitor overdue accounts, using computers and variety of automated systems.
- Receive payments and post amounts paid to customer accounts.
- Identify, locate and provide replacement or spare parts for automobiles, mechanical equipment, electronics and other consumer products.

MERCHANDISER/COLLECTOR

2019 – present

Cocotier Corporation

Hernan Cortes St., Banilad, Mandaue City

Duties and Responsibilities:

- Handles a store's inventory levels and product display.
- Submitting store inventory reports, clearing any unwanted products from displays and monitoring the sales performances of products.
- Managing the collection of outstanding debts from clients and customers.

EDUCATIONAL BACKGROUND:**Primary School**

Esperanza Elementary School
Esperanza, Pilar, Cebu
(SY: 1996 -1997)

Secondary School

Pilar National High School
Villahermosa, Pilar, Cebu
(SY: 2000 – 2001)

PERSONAL INFORMATION:

Birth Date : September 1, 1984
Birth Place : Esperanza, Pilar, Cebu
Height : 171cm
Weight : 70 kgs
Citizenship : Filipino
Civil Status : Separated
Contact person : Benjielyn Carpio
09365370135

REFERENCE:**MERCHU N. CHUA**

Accountant
Genesis Banana Republic Phils., Inc.
Mobile Number: (+63) 9175107161

MELBA S. HERMOSISIMA

Supervisor
Cocotier Corporation
Mobile Number: (+63) 9260826784

DR. ALLEN GLENNIE P. LAMBERT

EXECUTIVE SECRETARY

VISAYAS STATE UNIVERSITY

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