AMANDO A. LANGCAUON

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# PROFile

I am a corporate employee for almost seventeen (17) years holding various positions to numerous company in an office setting. In that long span of years, I am considerably acquainted with front and back office jobs. As digital age comes to the Philippines, the call of Freelancing was very enticing that I recently decided to quit my office job to experience working at the convenience of my home.

# WORK experience

Oct. 2015 – MARCH 2017 **ECMP CONSTRUCTION** – Sta.Mesa, Manila

Admin./Purchasing Officer

* Provides administrative and logistical support to site projects and requirements
* Traditional office duties such as receiving and answering phone calls, emails, data encoding, scanning, and filing
* Ordering and overseeing power tools, and construction supplies consumption.
* Supervises in employees’ payroll site-distribution
* Performs other tasks assigned by the General manager

sept.2014–oct.2015 **FRENMAY BUILDERS CORPORATION** – Malate, Manila

**Administrative/Purchasing Officer**

* Provides administrative and logistical support to site projects and requirements
* Organize site meetings with technical people (Engineer, Architects, Foreman)
* Traditional office duties such as receiving and answering phone calls, emails, data encoding, scanning, and filing
* Ordering and overseeing power tools, and construction supplies consumption.
* Conducts random site inspection
* Designates tasks and supervise office staffs
* Formulates and implement company memos and policies
* Performs other tasks assigned by the President.

JUNE 2014 – SEPT. 2014 **HENJOS FOOD SERVICES (Mr. Donut Franchise)** – San Pedro, Laguna

Finance Clerk

* Monitoring stalls‘ daily donut deliveries and sales.
* Prepare daily sales & inventory report through Excel Worksheet
* Perform other tasks assigned by the Owner/Manager

AUG. 2011 – FEB.2014 **Meriras Realty & Development Corporation** - Comembo, Makati City

Building Administrator

* Regularly check and monitor the surroundings, physical condition, upkeep and cleanliness of the building
* Prepares and discusses contract of lease to tenants
* Responds to in-house and potential clients’ queries
* Prepares tenants' monthly billing of statement
* Attend to day-to-day tenants' concerns and situation
* Formulates timely in-house/administrative policies and administer its implementation
* Represents the company to any government /non-government seminars, functions, events & meetings relative to the company's operation.
* Performs other tasks assigned by the General Manager

NOV.2000 – APRIL 2011 **AREFLOR FUNERAL HOMES** – West Rembo, Makati City

Accounting/Administrative/Purchasing Staff - Admin.Officer

Promoted as Senior Officer in my 10th year.

* Prepares employees’ payroll
* Invoice client’s payments
* Reckons and encode daily sales and collection in Excel worksheet
* Prepares monthly sales and collection report (Excel worksheet)
* Traditional office duties such as receiving and answering phone calls, emails, data encoding, scanning, and filing
* Purchasing and overseeing office and other supplies consumption.
* Formulates and implement company memos and policies
* Prepares memoranda and ad hoc correspondences
* Handles and designates tasks to office staffs

# EDUCATION

1996 – 2000 university of northeastern philippines

IRIGA CITY, CAMARINES SUR

Degree: AB Mass Communication

SKILLS

* MS Word
* Ms Excel
* Office Management
* Employee relations
* Letter Writing

INTEREST/HOBBIES

* Social Media
* Blogging
* Running
* Mountain climbing

LANGUAGES

* Native Tagalog
* English (excellent in speaking & writing)