

RESUME

JOHN KLEON SUIZA TABLIGAN

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OBJECTIVE

To be able to discover and accept new ideas which can be put into practice effectively and to motivate and direct my talents and skills to meet objectives.

PERSONAL BACKGROUND

Education

Tertiary:	Computer Hardware (15 th January 2012- 26 th March 2013) Kabankalan Catholic College – Technological Center Brgy. Talumbangi, Kabankalan city, Negros Occidental
Secondary:	Immaculate Conception Academy of Dancalan , Inc. (2006-2010) Brgy. Dancalan, Ilog, Negros Occidental
Primary:	Sta. Barbara Cental Elementary School (2001-2006) Roosevelt Street. Sta. Barbara, Iloilo
Birthday:	7 th December 1993
Nationality:	Filipino
Marital Status:	Single
Height:	168 cm
Weight:	153 lbs
Language Spoken:	English, Tagalog, Ilonggo, Bisaya
Fathers name :	K P. Tabligan
Occupation:	Electronic Technician
Mothers name:	Tisha S. Tabligan
Occupation;	Private Duty Nurse

WORK/ TRAINING EXPERIENCE

Fieldman / Messenger	(15th April 2023 to 25th March 2024)
PRIMEWATER INFRASTRUCTURE CORP.	
Vasquez St, Brgy 3, Poblacion	
Himamaylan City Negros Occidental	
Direct Control Officer	(18th January 2022 to 25th March 2023)
FLASH EXPRESS INC	
Brgy. Dayoyo, Jimalalud Negros Oriental	
All Around Utility	(07th January 2021 to 15th March 2021)
TA- ALA FARMS INC	
Brgy. Mansilingan, Bacolod City	
Rider / Messenger / Team Leader	(06th February 2019 to 18th February 2020)
PH GLOBAL JET EXPRESS INC. (J AND T EXPRESS)	
Brgy 4, Buri St. Kabankalan City, Negros Occidental	
Photocopy Machine Operator	(19th June 2018 to 19th September 2018)
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY (ISAT U)	
Burgos St. LaPaz, Iloilo City	
Bill Renderer	(12th December 2015 to 2nd June 2016)
CENECO (Central Electric Negros Occidental Coop.)	
Gonzaga- Mabini St. Bacolod City	
OJT (On the Job Training) for Computer Hardware	(07th October 2014 to 15th December 2014)
Santa Barbara National Comprehensive High School	
Roosevelt Street, Sta. Barbara, Iloilo	

DUTIES & RESPONSIBILITIES

- ❖ As a messenger tasked to deliver letters, documents, parcels, packages etc.
- ❖ As a fieldman assigned for water disconnection and reconnection.
- ❖ Responsible for departure and arrival parcels, loading and unloading parcels to include performing the courier services and ensuring timely delivery of packages, following safety rules and keeping accurate records.

- ❖ As a team leader of logistic work responsible for inventory management, warehousing, packaging, cargo handling, transportation and monitoring.
- ❖ Managed performance related issues with front office and courier staff.
- ❖ As a bill renderer of electric company assigned in meter reading section and billing division under the consumer and account department.
- ❖ Tasked to receive various materials to be photocopied such as newsletters transparencies books, presentations and other copying request.

REFERENCES

Ms. Jovil Villa
Direct Control Supervisor
FLASH EXPRESS INC.
Brgy. Talumbangi, Kabankalan city, Negros Occidental

Mr. Ralph B. Quiliope
Operation Manager
PRIMEWATER INFRASTRUCTURE CORP.
Vasquez St, Brgy 3, Poblacion
Himamaylan City Negros Occidental

Mr. Louie Diamante
Branch Supervisor
PH GLOBAL JET EXPRESS INC. (J AND T EXPRESS)
Brgy 4, Buri St. Kabankalan City, Negros Occidental

I hereby to certify that the above information is true and correct to the best of my knowledge and belief.

JOHN KLEON SUIZA TABLIGAN