

MARLON M. INGALLA





PROFILE

Objective: To be able to work in any position where it can help me enhance and develop my skills and abilities.

Major Interest: Working with people.

CONTACT

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EXPERIENCE

Delivery Man (May 2013 - December 2014)

Living Water Mineral Refilling Station, Cabanatuan City, Nueva Ecija, Philippines

- Delivers high-quality products to our customers in a safe, courteous, and timely manner.
- Establishes and maintains outstanding relations with customers.
- Reviews and verifies invoices and purchase requests to ensure accuracy.

Waiter (February 2015 - August 2017)

Daisylene's Catering, Bongabon Nueva Ecija, Philippines

- Greet and direct customers as they enter the store
- Keep customers informed about the latest and special menu
- Listen to customers feedback and pass it on to the store manager
- Ensure that customers are satisfied with services

Office Boy (January 2018 - March 2020)

Alalay sa Kaunlaran Inc., Cabanatuan City, Philippines

- Cleaning and maintaining the office premises, including dusting, sweeping, mopping, and vacuuming.
- Ensuring the cleanliness and tidiness of all office areas, including restrooms, pantry, and meeting rooms.
- Assisting the simple administrative task, setting up meeting rooms and preparing them for meetings, including arranging chairs, tables, and audio-visual equipment.
- Monitoring and replenishing office supplies, such as stationery, pantry items, and toiletries.
- Collecting and distributing incoming and outgoing mail, packages, and documents.

SKILLS

- Time management skills
- Excellent Communication skills
- Creative thinking skills
- Fast learner
- Creative Thinking Skills

EDUCATION & PERSONAL DETAILS

Date of Birth : September 20, 1990
Place of Birth : Santa Rosa Nueva Ecija
Citizenship : Filipino
Civil Status : Married

EDUCATION : Sto. Rosario National High School Secondary Education

PASSPORT NO : P6473349C

VISA STATUS : TOURIST VISA till 19 July 2024

EXPERIENCE

Motorized Salesman (January 2021 - August 2022)

Tindahang Pinoy Commodities Inc, Sto. Rosario, Santa Rosa, Nueva Ecija, Philippines

- Drives company vehicles safely and courteously
- Maintains deep knowledge of delivery protocols and observes traffic rules
- Confirms customer orders, collects payments, and provides receipts
- Logs successful and unsuccessful deliveries
- Refuels vehicles, performs periodic check-ups, and diagnoses potential vehicle problems
- Observes company dress code and maintains a neat appearance

Senior Driver/Salesman (August 2022 – December 2023)

Consumer Reach Inc., 196 Ramos Compound Brgy. Diversion, San Leonardo, Nueva Ecija

Confirms customer orders, collects payments, and provides receipts

Logs successful and unsuccessful deliveries

Refuels vehicles, performs periodic check-ups, and diagnoses potential vehicle problems

Observes company dress code and maintains a neat appearance

Reviews and verifies invoices and purchase requests to ensure accuracy.

Contacts customers to confirm delivery details.

Determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews.

Maintains delivery logs and records.
