



# MELVIN A. DEMESA

**POST TITLE:-** Administrative Staff, Inventory Clerk, Accounts Clerk

Foreign Address:

Modern National Laundry Building, Khalifa St. Floor 1502, Corniche, Abu Dhabi, United Arab Emirates

Mobile #: +971 562451053

Email Account: [melvin.demesa32@gmail.com](mailto:melvin.demesa32@gmail.com)

*I am an outgoing and energetic young professional, seeking a career that fits my professional skills, personality, and goals. I can consider myself as a responsible, organized, honesty and communicative person, I'm sure I can give all I can to your organization.*

## **CAREER OBJECTIVES:-**

- To adopt experience in the different field and endeavor that will enhance my knowledge and skills.
- To be Able to land a job in any office work position.

## PERSONAL INFORMATION

Date of Birth	:	April 1990
Place of Birth	:	San Isidro, Lagonoy North, Camarines Sur
Religion	:	Roman Catholic
Sex	:	Male
Civil Status	:	Single
Height	:	5'10"
Weight	:	82 kls.

## EDUCATIONAL BACKGROUND

Tertiary	:	Bachelor of Science in Business Administration Major in Financial Management Partido College Goa, Camarinis Sur 2012-2016
Secondary	:	Tamban Nationalized High School Tamban, Tinambac, Camarines Sur 2003-2007
Elementary	:	Tamban Central School Tamban, Tinambac, Camarines Sur 1996-2003

## SKILLS

Office Skills	:	Office and records management, database administration, event organization Customer support, travel coordination.
Computer Skills	:	Microsoft productivity software (word, excel, etc.) Adobe Creative Suite Windows

## **PROFESSIONAL EXPERIENCE:**

- **Al Jaber Energy Services LLC**  
**Project: Borouge 4 U & O EPC**  
**Ruwais, Abu Dhabi, UAE**  
**Position: HSE Admin**  
**May 2023 till date**

- Coordinate with HSE Team for daily routine inspection, walk through and schedule
- Attend daily weekly monthly meeting with a team
- Investigate unsafe acts and conditions and provide solutions to prevent recurrences and in an immediate response to incidents and emergency situations that occur on site, act as emergency marshals and provide first aid
- Place safety posters, hazard flashes, site safety campaign promotional material and the results of safety incentive schemes prominently on site
- Provide a daily summary report to HSEM of field HSE issues and activities including; HSE documentation; risk assessments, JSAs, toolbox
- Identify site hazards, non-conformances, corrective and preventive actions and bring them to the immediate attention of site supervision (and record)
- Produce pertinent toolbox talks with the assistance of responsible construction supervision including the identification of proactive and reactive site issues for communication to the workforce and collection of constructive feedback
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- **Inno Spire / Century Pacific Food Inc.**  
**Position: Route Planner**  
From September 2022 to March 2023

- Delivery pros use to figure out the fastest and easiest way of transporting goods. Good route planner focuses on delivering packages fast and in the most cost effective way possible. Save time the main goal of route planning is to map out a practical and quick sequence of delivery stop, route planning save time avoiding time waster like doubling back to make stop.
- Reduce overhead cost by creating faster delivery routes

- **Operation Manager**  
**Cailei Furniture Shop**

- To interact both with clients and **employees** and are responsible for Budgeting, **recruiting** and **training** staff, networking with suppliers, **managing** displays, maintaining supplies, and providing **customer service**.
- Successfully managed the operational and controllable costs that impacted the stores bottom line.
- Developed a team of sales associates to continually meet and exceed sales and customer service objectives.
- Examined merchandise to ensure that it was correctly priced and displayed. Reviewed inventory and sales records daily. Conferred with owner to develop methods and procedures to increase sales and business.
- Performed activities such as cleaning and displays. Provided customer service by greeting and assisting customers.
- And making override decision if necessary.

- **Puregold Price Club Inc, Iriga City**  
**Position: Inventory Control Staff**  
From December 12, 2016 to August 2017

- Record and maintain Inventory list, review paper works and reports, check product codes and description.
- Maintain product data, rectify miscalculation, review and analyze the results of operation, report findings to management and make recommendations for improvement if necessary. □ More about counting, computing and analyzing.
- Provide complete support to the management
- Ensuring Office Procedure and System Operate efficiently.
- Perform all kind of administrative work with assisting providing insurance.
- Assists and work with support office team by making policy guide, reports, presentations, letter, memos LPOs, accounts and supplier's follow ups, schedules, meeting, conference, teleconference, travel other documents and correspondence with confidentially as required. □ Maintaining confidential personnel file record and file

➤ **Camella Homes, Del Rosario Naga City, Camarines Sur Position: Security Guard/Checker (Contract Employee)** From August 2010 to February 2011

- Records of incoming Visitors, Vendors and check their personnel belongings before entering the camella premises for safety purpose.
- Records of Incoming /Outgoing Vehicles, Equipment's their Plate numbers TIME-IN/TIME-OUT.
- Receive and records all incoming materials, dispatched the materials as required and advise the shift security on duty. Kept the filled up log reports for verification purposes.

#### SEVICE/TRAINING/SEMINARS/WORKSHOP/ATTENDED:

December-March 2016	Business Practicum (OJT) Republic of the Philippines Department of Finance BUREAU OF INTERNAL REVENUE District No. 65 Naga City
February 6-8 2014	14 <sup>th</sup> ABBS Regional Congress "Molding Business Student for Quality & Excellence Towards Asean 2015 Educational Challenges" "Student of Northeastern Philippines (UNEP) Iriga City
February 1-3 2013	13 <sup>th</sup> ABBS regional Congress "Quality Education: Culture of Business Education" "Good Practice of Entrepreneurs" "The Role of Business Education in Social Transform" "Value-Based Leadership" Mariner's Polytechnic Colleges Panganiban, Naga City
April-May	Basic Bookkeeping Course Summer Pa-klase Program LGU,Tigaon, Camarines Sur

## ON THE JOB TRAINING EXPERIENCES

Providing daily customer needs of necessary documents. Furthermore, organizing and coordinating company's information and requirements; planning, arranging, and meeting schedules; monitoring results. Sustaining reference by developing and utilizing filing and retrieval systems to maintain continuity among department head and local work teams through documentation and communication of irregularities, and continuing needs.; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures

Extensive administrative work such as booking orders and preventive maintenance filling, and so on. Providing quality customer requirement and information.

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

**MELVIN A. DEMESA**  
Applicant



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Regional Office No. V  
Rawis, Legazpi City

June 27, 2016

**SPECIAL ORDER (B) (RV)**  
**NO. 50-340113-82 s. 2016**

On the basis of records submitted by the PARTIDO COLLEGE, Goa, Camarines Sur, approval of the eligibility for graduation of the following as of **April, 2016** upon satisfactory completion of the Four Year Course in Commerce leading to/with the degree/title of **Bachelor of Science in Business Administration** major in **Financial Management** is hereby given and made a matter of record:

**DEMESA, MELVIN A.**

-1-

(Valid for four (4) students only)

The approval of any candidate for graduation is automatically cancelled if he/she does not complete the requirements of the course on the date specified and is subject to revocation if the records upon which the approval is based are later found not correct.

This approval is valid for **April, 2016** only

For the Commissioner on  
Higher Education:

(NOT VALID WITHOUT SEAL OR  
WITH ERASURE OR ALTERATION)

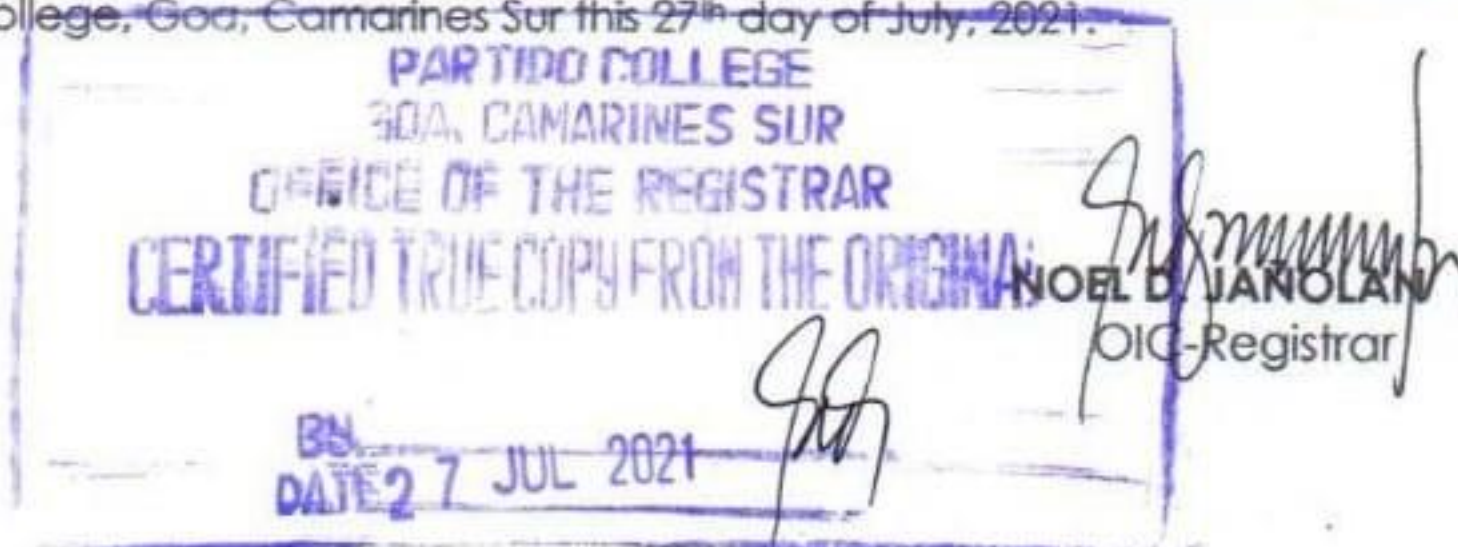
(SGD MA. TERESA G. DE ALBAN, RN., ED.D.)  
Chief Education Program Specialist

Course Status Verified by: (SGD.)  
Enrolment Verified by: (SGD.)  
Evaluated by: (SGD.)  
Reviewed by: (SGD.)  
Copy furnished: Commission on Higher Education

TO WHOM IT MAY CONCERN:

I hereby certify that this is true and correct copy of the original Special Order kept in my office. Partido College, Goa, Camarines Sur this 27<sup>th</sup> day of July, 2021.

SCHOOL SEAL







**PARTIDO COLLEGE**

Goa, Camarines Sur

[partidocollege@yahoo.com](mailto:partidocollege@yahoo.com)

*Office of the Dean*

## CERTIFICATION OF GOOD MORAL CHARACTER


TO WHOM IT MAY CONCERN:

This is to certify that **DEMESA, Melvin A.** of Tinambac, Camarines Sur, has been a student in the College of Commerce (Bachelor of Science in Business Administration) from this institution (Partido College).

He/She is known to me a person of GOOD MORAL CHARACTER. Neither he/she has been involved nor participated in any group that would destroy the image and credibility of the department and the Partido College.

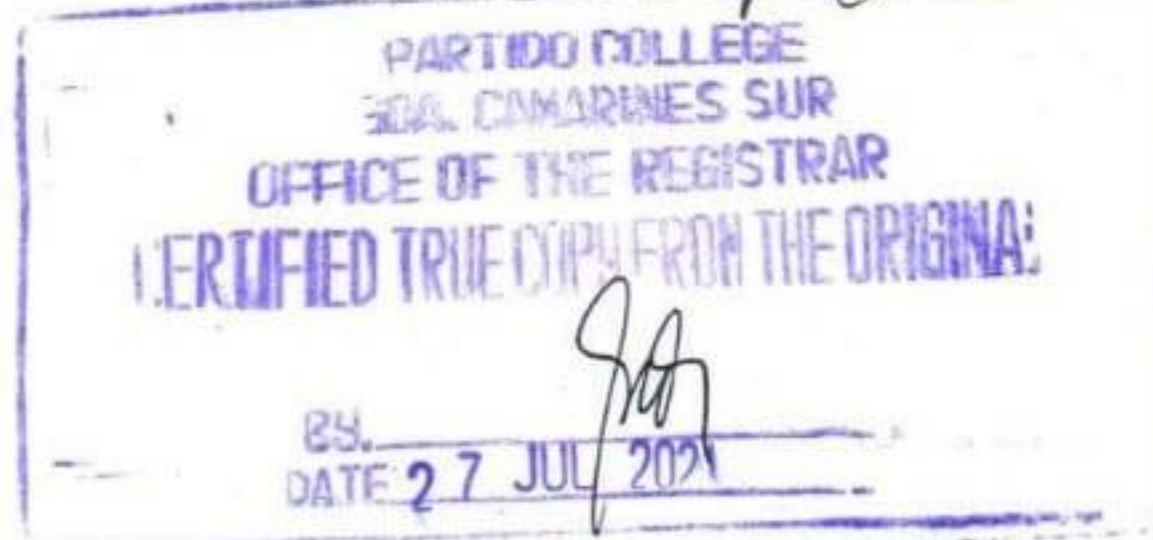
Issued upon request of the above-named person for reference purposes.

Given this 24<sup>th</sup> day of July, 2021 at Partido College, Goa, Camarines Sur.

  
NOEL D. JANOLAN

Dean, College of Commerce

(Not valid  
w/out the  
school seal)





Republic of the Philippines  
COMMISSION ON HIGHER EDUCATION  
Region V



# Partido College

Know all men by these presents, that the Board of trustees by virtue of the authority vested in them conferred upon

**Melvin A. Demesa**

eligibility for graduation has been approved by the Director of Higher Education, and who has fulfilled all the requirements thereof the degree of

**Bachelor of Science in Business Administration**

with all the rights, honors and privileges as well as the obligations and responsibilities thereto appertaining.

In testimony whereof, we have hereunto subscribed our names and affixed the seal of the Partido College, G. Cam. Sur., Republic of the Philippines, this 2nd day of April in the year of our Lord, two thousand sixteen.

S.O. (B) (RV) 50-340113-82 S. 2016

*[Handwritten signature]*



No. 15619

**PARTIDO COLLEGE**

Goa, Camarines Sur

OFFICE OF THE REGISTRAR

**OFFICIAL TRANSCRIPT OF RECORDS**

TO WHOM IT MAY CONCERN:

This is to certify that **DEMESA, MELVIN AMARO** of Tinambac, Camarines Sur has been a student in the college of Commerce of PARTIDO COLLEGE and that he/she has taken the following course with corresponding grades and units.

Records of Preliminary Education

Primary Tamban Central School 2003  
 Secondary Tamban Nationalized High School 2007

SESSION	COURSE NAME	DESCRIPTIVE TITLE	GRADES		UNITS
			FINAL	RE-EXAM	
<b>PARTIDO COLLEGE</b>					
<b>BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)</b>					
<b>Major in Financial Management</b>					
<b>1st Sem., 2012-2013</b>					
	English	11 Study & Thinking Skills	2.50		3
	Filipino	11 Sining ng Pakikipagtalastasan	3.00		3
	Psycho	11 General Psychology	2.50		3
	Mgt	1 Principles of Management	1.75		3
	English	+ English Plus	2.75		(3)
	Math	12 College Algebra	1.75		3
	Nat Sc	11 Physical/Earth Science	1.80		3
	PE	1 Self-Testing Activities	3.00		2
	SA	1 College Adjustment & Values	2.50		1
	NSTP	11 ROTC/CWTS 1	1.25		3
<b>2nd Sem., 2012-2013</b>					
	Acctg	1 Fundamental of Accounting 1	2.50		3
	English	12 Writing in the Discipline	2.45		3
	Filipino	2 Pagbasa at Pagsulat sa Iba't Ibang Disiplina	2.00		3
	Math	2 Business Statistics	1.50		3
	Mgt	2 Human Behavior in Organization	2.00		3
	Nat Sc	12 Biological Science	2.50		3
	PE	2 Rhythmic Activities	1.90		2
	SA	2 Social Graces	2.00		1
	NSTP	12 ROTC/CWTS 2	1.50		3
<b>1st Sem., 2013-2014</b>					
	English	21 Speech & Oral Communication	2.00		3
	Econ	11 Basic Econ w/ Tax & Agrarian Ref	1.90		3
	Acctg	2 Fundamentals of Accounting 2	2.00		3
	History	11 Philippine History & Culture	1.75		3
	Finance	1 Basic Finance	2.00		3
	Math	3 Mathematics of Investment	2.50		3
	Mgt	3 Total Quality Management	5.00		0
	PE	3 Games & Sports	2.00		2
	SA	3 Personality Development	2.00		1

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**GRADING SYSTEM**

1.00 - 100	1.40 - 94	1.80 - 89	2.25 - 84	2.70 - 79	5.00 - 70
1.10 - 99-98	1.50 - 93	1.90 - 88	2.30 - 83	2.75 - 78	INC - Incomplete
1.20 - 97	1.60 - 92	2.00 - 87	2.40 - 82	2.80 - 77	DRP - Dropped
1.25 - 96	1.70 - 91	2.10 - 86	2.50 - 81	2.90 - 76	OD - Officially Dropped
1.30 - 95	1.75 - 90	2.20 - 85	2.60 - 80	3.00 - 75	

Degree of Title Conferred **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION** S.O. No. **50-340113-82** S. **2016**

REMARKS: **FOR ABROAD PURPOSES**

Prepared by: Myra C. Gonzales  
 Reviewed by: Eden C. Buena  
 O.R. No. 59417  
 Date Issued: July 24, 2021

*Noel D. Anolan*  
 NOEL D. ANOLAN  
 OIC-Registrar

NOTE: This transcript is valid only when it bears the seal of the school and the original signature in ink of the Registrar or her duly authorized representative. Any erasure or alteration made on this copy renders the whole transcript invalid.



No. 15620

**PARTIDO COLLEGE**

Goa, Camarines Sur

OFFICE OF THE REGISTRAR

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			FINAL	RE-EXAM	
<b>2nd Sem., 2013-2014</b>					
	Mktg 1	Principles of Marketing	2.00		3
	Econ 2	Microeconomics	2.50		3
	English 22	Business Correspondence	drp		-
	Philo 11	Logic & Critical Thinking	2.75		3
	Hist 21	Rizal Life, Works & Writings	2.50		3
	Infotech 1	Intro to Information Technology	2.50		3
	Mgt 4	Human Resource Management	2.75		3
	PE 4	Recreational Activities	2.00		2
	SA 4	Love, Courtship & Marriage	2.00		1
<b>1st Sem., 2014-2015</b>					
	Law 1	Business Law (Obligation & Contracts)	2.50		3
	Lit 11	Philippine Literature	2.75		3
	Tax 1	Business Tax (Income Taxation)	2.50		3
	FM 1	Financial Management	2.75		3
	FM 2	Banking & Financial Institutions	2.00		3
	FM 3	Credit & Collection	2.00		3
	FM Elec 1	Public Finance	2.50		3
		Business Research	drp		-
<b>2nd Sem., 2014-2015</b>					
	Socio 11	Soc & Cult w/FP & HIV Aids Ed & Drug Prev	2.50		3
	FM Elec 3	Treasury Management	2.00		3
	Hum 11	Art Appreciation	2.25		3
	FM 4	Investment & Porfolio Mgt	2.50		3
	FM 5	Monetary Policy & Central Banking	2.25		3
	FM Elec 2	Cooperative Management	2.25		3
	Mgt 5	Social Responsibility & Good Governance	drp		-
	CES	Community Extension Service	2.00		1.5
<b>1st Sem., 2015-2016</b>					
	FM 6	Capital Markets	2.90		3
	FM 7	Financial Analysis & Reporting	2.00		3
	FM 8	Strategic Financial Management	2.50		3
	FM Elec 4	Entrepreneurial Management	2.25		3
	FM Elec 5	Feasibility Study	2.00		3

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**GRADING SYSTEM**

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1.10 - 99-98	1.50 - 93	1.90 - 88	2.30 - 83	2.75 - 78	INC - Incomplete
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