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**MALACHI REYES MADALI**

**Address:**

**No. 12 PNP Compound Hilltop Cabrera Road, Brgy. Dolores Taytay Rizal 1920**

**Mobile No.: +639156237174**

**Email:** [**madalimalachi@gmail.com**](mailto:madalimalachi@gmail.com)

**OBJECTIVE**

To enhance my professional skills, capabilities and knowledge in an organization which recognizes

the value of hard work and trusts me with responsibilities and challenges.

**EDUCATION**

Polytechnic University of the Philippines- Bachelor of Arts in Broadcast Communication- May 16, 2018

**WORK EXPERIENCE**

**SKYHIGH MANPOWER RECRUITMENT INTERNATIONAL, INC.**

**3rd. Floor, METRO VIEW SVN Bldg. San Antonio st. Cor. Pres. Quirino Ave. Taft Malate, Manila**

**Recruitment Officer January 23, 2023- Present**

**Others Performed Duties and Responsibilities**

**Front Desk Receptionist / Visa Documentation Processor**

* Responsible for sourcing candidates online, phone screening interview and group interviews via Zoom. Coordinates to our different international clients. Greet and Assists our walk in applicants, visitors and clients.
* Oversee the entire recruitment process, managing both internal and external. Conducts orientation for the accepted applicants and brief them with employer’s profile and salary/ benefits. Performed administrative duties.
* Trained new hire for the visa documentation. Customer service oriented. Assisting the Operations Department.
* Performs other related duties assigned, such as: Assists and Process of the Insurances, Overseas Employment Certificate, Visa Stamping, Biometric and Briefing for the Deployment, Request and Process of various payments of Insurances and Pre- Departure Orientation Seminar (PDOS).
* Assists the Supervisor and Manager to process the job applications of the selected applicants and respond to inquiries via chat, email and phone call.
* Monitoring of candidate database and handling paper works. Taking messages and sorting of mails for distributions. Do some errands.
* Encodes and up to date the status of the applicants in I- WEB. Supports multi-office document processing needs.
* Organize and take part in interview procedures as required. Develop and Keep up to date relating to employment. Sorting, Storing and retrieving a hard copy documents on behalf of our applicants and clients.
* Coordinates with the branch head for their local flight from provinces. Joins different job fairs and Special Recruitment Activity in DMW- POEA and PESO.
* Do weekly reports and documentation and other tasks for President and CEO, Manager and Supervisor.

**LBP RESOURCES DEVELOPMENT CORPORATION, Manning Agency for LANDBANK OF THE**

**PHILIPPINES,**

**LANDBANK PLAZA 1598 MH. Del Pilar cor. Quintos Malate Manila**

**Office Aide (Contractual- End of Contract) June 7, 2020 -December 31, 2022**

Duties and Responsibilities

* Receiving Clerk- Facilities Department Management, receives and signed various deliveries of documents/parcels from various service provider domestic and international.
* Encoding, Sorting and Parceling of documents for distribution in geographical destination. Do submit

weekly report. Perform administrative task.

* Prepares daily shipments thru LBC EXPRESS INC. Routing the documents to the intended departments, units, personnel and processing of outgoing parcels for Landbank and UCPB field units.
* Track, Trace, Communicating and Reporting the status of every shipment. Coordinate, Record and Respond to their calls, emails and inquiry on a daily operation, maintaining an organized filing system.

**LSERV CORPORATION, Manning Agency for LANDBANK OF THE PHILIPPINES,**

**PETRON MEGAPLAZA Bldg. Gil Puyat Ave. Makati City**

**Office Assistant (Contractual- End of Contract) July 1, 2017 – June 1, 2020**

Duties and Responsibilities

* Receiving Clerk- Receives, Validate and Process of billing for LBC, prepares daily various communications and outgoing shipments. Receive and Sorting of RTS from Manila Post Office.
* Track, Trace, Communicating and Reporting the status of every shipment. Coordinate, Record and Respond to their calls, emails and inquiry on a daily operation, maintaining an organized filing system.
* Inventory Team Leader- Facilities Dept. Assists in Annual Physical Inventory of LANDBANK Property at Head Office, Warehouses and Branches. Perform administrative task, filing of records, entering data into a computer.

**LBP RESOURCES DEVELOPMENT CORPORATION, Manning Agency for LANDBANK OF THE**

**PHILIPPINES,**

**LANDBANK PLAZA, 1598 MH.Del Pilar cor. Dr. Quintos st. Malate, Manila**

**Office Assistant (Job Order) July 1, 2015 - June 30, 2017**

Duties and Responsibilities

* Inventory Team Leader- Facilitate and Assists in Annual Physical Inventory of the LANDBANK property at Head Office, Branches and Warehouses. Filing and Sorting of Invoice Receipt Accountable Forms.
* Customer Relation Associate- responds to client’s/ customers inquiries and by understanding, gathering and researching, information’s, assembling and forwarding information to intended department or personnel. Duties include answering telephone calls, faxing documents, greeting clients, typing, and encoding. Validate and Process of LBC billing. Sorting and Parceling of documents in geographical destination.
* Messenger- routing documents for the head office and Prepares Daily Shipments of Documents via land and sea, such as; checkbooks, outgoing mails, official receipts intended for the Landbank Branches and field units.

**LBP RESOURCES DEVELOPMENT CORPORATION, Manning Agency for LANDBNK OF THE**

**PHILIPPINES,**

**LANDBANK PLAZA 1598 MH Del Pilar, cor. Dr. Quintos, Malate Manila**

**Housekeeping (Job Order) July 1, 2013 - June 30, 2015**

**OTHER WORK EXPERIENCE WITH LANDBANK OF THE PHILIPPINES**

Duties and Responsibilities

* Team Leader- Facilities Management Department- Documents Handling Division, Assists in Annual Physical Inventory at LANDBANK OF THE PHILIPPINES.
* Customer Relation Associate- Managing incoming calls and inquiries, generating bank products. Provide basic banking services to customers. Perform lobby rotation based on business and scheduling needs.
* Housekeeping- Maintains cleanliness of office space and maintain records of housekeeping stocks and supplies. Assists office personnel and do some errands, dispatcher, messenger. Assists the Auditor for Annual Inventory of all Landbank Properties.

**SKILLS**

* Positive attitude and can work alone or a team. Tech- Savvy. Attention to Detail. Multitasking and Prioritizing. Ability to work under pressure. Ability to work fast paced environment & can work with minimal supervision.

**CHARACTER REFERENCES**

* MARAH DEL VALLE JIMENEZ

RECRUITMENT SUPERVISOR

SKYHIGH MANPOWER RECRUITMENT INTERNATIONAL INC.

* JONATHAN ROMANO

LBC EXPRESS SUPERVISOR

* RUBEN ROMBAOA

CHIEF OF DIVISION

LANDBANK OF THE PHILIPPINES

* MARLON FARAON

LBPEA VICE PRESIDENT

LANDBANK OF THE PHILIPPINES

* MARILOU PAMINTUAN

DEPARTMENT MANAGER

LANDBANK OF THE PHILIPPINES

**PERSONAL INFORMATION**

* Date of Birth: 01/16/1985
* Age: 38 y.o
* Marital Status: Single
* Language: English, Tagalog, Bisaya

**ADDITIONAL INFORMATION**

**ON THE JOB TRAINEE**

**TV5 WANTED SA RADYO NI RAFFY TULFO (**September 2017- February 2018)

• Interviewing complainant, gather information, reporting on issues and events.

• Do some research, assess ideas, and do some outgoing calls.

• Perform important task in the office and around the set.

**TRAININGS AND SEMINARS**

• Lifeline Training March 27, 2023

• Basic Rescue Awareness Level Course February 2017

•Media Practices, Challenges and Protocols February 2015

• Understanding, Documenting and Implementing an ISO 14001 Environmental Management System July2015

• Orientation on Environmental Management System March 2014

• Basic Rescue Training March 2014

• Certificate in Housekeeping II June 2014

•Company Orientation and Lecture on Basic First Aid October 2014

• Values Formation Workshop December 2014

MALACHI REYES MADALI

Applicant