

# CERILO V. SORIA

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## OBJECTIVES

- To expose myself in a job that can widen and enhance my skills. Render service to the best of my abilities, knowledge and experience, to be able to contribute on the company's success.

## WORK EXPERIENCE

### **Mont Manna Fruits Inc.**

Brgy. Luna Ormoc City

- Nursery Supervisor (June 2016 - January 2017)

### **Bounty Fresh Foods Inc.**

BGC Taguig City

- Farm Supervisor (March 1, 2017 – Aug. 1, 2017)

### **Easygas Convenience Station** (Shell Retail Company)

Lapu-Lapu City, Cebu

- Site Supervisor (January 2018 - Feb 2019)
- Site Manager/In charge (March 2019 - December 2019)

### **JnT Express**

Mandaue City, Cebu

- Admin Officer (June 2020- December 2020)

### **Wall Street Courier Services Inc. (NINJA VAN)**

Pajo, Lapu-Lapu City, Cebu

- Warehouse Custodian (February 22, 2021 – August 27,2021)

### **Virginia Food Inc.**

Osmeña Blvd. Cebu City

- Factory Outlet-In Charge (Sept. 28,2021- March 12,2022)

## PERSONAL DATA

**Age:** 34years old  
**Birthday:** October 03, 1990

**Civil Status:** Single

**Citizenship:** Filipino  
**Religion:** Roman Catholic  
**Sex:** Male  
**Language:** English, Tagalog, Cebuano

#### EDUCATIONAL BACKGROUND

##### TERTIARY

**VISAYAS STATE UNIVERSITY**  
Baybay City Leyte  
**BS in Agribusiness**  
Graduate (2015-2016)

##### SECONDARY

**PINAGBUHATAN HIGH SCHOOL**  
Brgy. Pinagbuhatan, Pasig City  
2004 – 2005

##### PRIMARY

**GABAS CENTRAL SCHOOL**  
Baybay City, Leyte  
2001 – 2002

#### SKILLS / ABILITIES

Knowledge of:  
MS Office, Excel, Power Point Presentation, Basic Photoshop, Capcut  
Sales Reporting  
Cashiering  
Sales Reconciliation  
Expense Report  
Inventory Management  
Merchandising  
Payroll Making  
Forecasting and ordering stocks  
Designating daily task to employee  
Motivating Employee  
Sanctioning disciplinary action  
Conducting daily toolbox meeting  
Knowledge in Navigator and KPI(key performance indicator)  
knowledge in identifying top SKU's  
Identifying fast and slow moving items  
Maintaining a daily log and control of all ledgers  
Recording Expenses and Check Disbursement  
Keeping daily activity logs  
Ensuring BSS(Basic Service steps) is met  
Updating Goal Zero (no casualties)

**REFERENCES**

Rose Namalata

Easygas Convenience Station  
Human Resource Manager  
Cel #: 09338755856

Leila Boot

**Pina Del Sol Phil. Inc.**  
Admin Head Officer  
Cel #: 09124458128

Andee Lyn Q. Lapinid

**Padhessive PH.**  
**Supervisor**  
Cel #: 09190934878 / (032) 236-4681

Mercy Joy Defensor

**Bounty Fresh Foods Inc.**  
Farm Head/Manager  
Cel #: 09051344517

Johua B. Dalagan

**Wall Steet Courier Services Inc.**  
Station Head  
Cel #: 0915 424 4862