



DONDRE P. MERCADER
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Personal Details

Date of Birth : 20 February 1994

Nationality : Filipino

Objective

A highly motivated, hardworking individual looking for a responsible role in a reputable organization

Educational Background:

College : Asian Development Foundation College
Bachelor of Science in Business Administration (2016-2021)

WORK EXPERIENCE

September 01- Up to Present

Palawan Pawnshop/ Palawan Express Pera Padala - Leyte, Philippines

Branch Associate

- Responsible for the safekeeping of Cash on Hand.
- Responsible in safekeeping and updating records of daily transactions.
- Responsible in giving money to the customers based on the appraised pawned items.
- Responsible in collecting money from the customers.
- Responsible in monitoring and paying other types of payments/ expenses of each branches.
- In – charge in monitoring of Branch supplies and documents for everyday transactions.
- Maintains cleanliness inside the branch.

July 01-25 2024

Ecole Sports

Summer Camp Multi-Sports Coach - DOHA, Qatar

- Act at all times in accordance with Ecole sports policies and health & safety procedures.
- Plan and enthusiastically deliver suitable that fit into sport development officers overall activities.
- Lead a range of sporting activities to groups of children aged-4 -11 years old
- Ensure the facilities are treated with care and left tidy at the end of each day.
- To be a positive role model.
- Continually look for ways to develop and improve the coaching programme.

November 2021- April 2024

Philippine Statistics Authority-Leyte, Philippines

ePhil ID Personnel

- Conducting for the data information gathered by registration and printing.
- Produce a copy of applicants national ID,
- Delivered to the location or address given by the system.
- Daily inventory of supplies and equipment in-charge applicants and concerns.

Screener

- Serves as Screener / Front desk for fixed registration and mobile registration centers.
- Provides exceptional customer service to all the applicants.
- Assisting customers with disabilities or other impairments as needed.
- Provide trouble shooting techniques to customers with regards to their applications from as needed and complaint handling.

Alternate/ Administrative Assistant II

- Receive an control documents and communications.
- Assist the immediate supervisor in the discharged of functions related to personal matter.
- Record keeping, mailing/shipping operation.
- Procurement and maintenance of office supplies and equipment's.
- Monitor utilities and telecom bills and process for payments.

PART- TIME JOB EXPERIENCE

On-call 2018 up to Date

Dance Instructor-Leyte, Philippines

- Teach various styles of dance including hip-hop, jazz, interpretative and gymnastic. Choreograph performances and select music for dance recitals or programs.
- Giving lessons to large groups or individuals.
- Evaluate students, learners and give suggestions for improvement.

Merchadiser and Store Keeper - (half day 2020)- Philippines

- Promote the sales of goods in store and online.
- Plan how the products will be displayed to highlight hot items and exclusive offers.
- Create promotional campaigns to attracts more customers.
- Check inventory and build good customers relationship.
- Counts, sorts and weigh inventory including packaged goods and verifies items on requisition or invoices.
- Places orders with vendors.
- Keeps shelves/racks stocked and rotates stock to ensure freshness.
- Maintains cleanliness and orderliness of store by sweeping, dusting, mopping and vacuuming.

SKILLS

- Basic IT Trouble shooting
- MS Office Tools Literate
- Dance instructor
- Team work
- Time management
- Problem solving

ATTENDED: SEMINARS / TRANINGS

- Basic customer relations training- 8 hours
- Philsys step 3 registration and refresher course- 16 hours
- Philsys step 2 registration of National ID- 16 hours
- Alternative Learning system (Physical Education) – 56 hours
- Dance Genres Exhibition showdown
- Industrial Revolution Human resource strategic challenge – 8 hours

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

Dondre P. Mercader
Applicant