

# **EDGARDO C. ANGANA JR.**

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Philippine Passport Holder



**OBJECTIVE:** Detail-oriented Financial Management graduate with a robust 5-year track record in high-paced industries. Combines analytical acumen with practical experience in client relations and operations management. Eager to apply a unique multi-industry perspective to streamline workflows and contribute to organizational growth.

## **SKILLS SUMMARY:**

<u>Office Administration</u>	<u>High sense of loyalty and integrity</u>
<u>Data Analysis &amp; Reporting Skills</u>	<u>Organizational Skills</u>
<u>Clerical Skills</u>	<u>Leadership &amp; Coordination Skills</u>
<u>Financial Management</u>	<u>Analytical and Methodical Thinking Skills</u>
<u>Sales &amp; Marketing Skills</u>	<u>Strong Attention to Detail</u>
<u>Warehouse &amp; Logistics Operations</u>	<u>Physical Stamina and Mental Agility</u>
<u>Conflict Resolution</u>	<u>Workplace Safety Practices</u>
<u>Teaching &amp; Mentoring Skills</u>	<u>Computer Literate</u>

## **WORK EXPERIENCE:**

Position Held	: <b>Sales Analyst</b>
Company	: BroadPath L.L.C
Industry	: Business Process Outsourcing
Location	: McKinley West, Fort Bonifacio, Taguig City, Metro Manila, Philippines
Period	: December 15, 2022 – Present

- Data Management & Reporting: Compile and analyze complex sales datasets to produce comprehensive reports for executive review.
- Market Intelligence: Monitor competitive activity and market trends to identify shifts in customer behavior and industry landscape.
- Strategic Insights: Translate data into actionable insights to steer sales and marketing strategies toward high-growth opportunities.
- Planning & Development: Contribute data-driven recommendations to the formation of corporate sales plans and organizational objectives.
- Performance Tracking: Evaluate ongoing sales performance against targets, identifying gaps and areas for optimization.
- Financial Forecasting: Utilize historical data to forecast demand, project revenue, and track expenses, ensuring alignment with budgetary constraints.
- Growth Optimization: Determine sales potential within various segments and provide strategic guidance on resource allocation

Position Held	: <b>Teacher</b> (Part-time Job)
Company	: Kong Hua School - ABM
Industry	: Education
Location	: Kauswagan, Cagayan De Oro City, Philippines
Period	: August 2022 – Present

- Responsible for preparing class lesson plans based on learning standards and grade levels.
- Preparing daily instruction outlines, classroom assignments, special projects, homework, and tests.

- Provides instruction and guidance to help students explore and understand important concepts in science, including problem-solving and how to gather evidence to support ideas or decisions.
- Create lesson plans, present science demonstrations, and grade tests and assignments.
- Maintain student records to show attendance, grades, and conduct in accordance with school, district, and state policies.
- Identify students who need additional help and assist them with overcoming challenges.
- Communicate with parents and school administration on student progress.

Position Held	: <b>Marketing Manager</b> - Recruitment Officer, Sales Analyst and Stock Controller
Company	: Society of St. Paul, Inc.
Industry	: Commercial Trading
Location	: Bulua, Cagayan De Oro City, Philippines
Period	: September 18, 2016 - September 2022

- Evaluating and optimizing marketing and pricing strategies.
- Analyzing market trends and preparing forecasts.
- Generating new business leads.
- Increasing brand awareness and market share.
- Coordinating marketing strategies with the sales, financial, public relations, and production departments.
- Developing and managing the marketing department's budget.
- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Developing own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Coordinating stock control operations with warehouse staff, as well as the sales and finance departments.
- Analyzing supply chain data to ensure the uninterrupted availability of stock.
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).
- Evaluating vendors and suppliers' offers and negotiating profitable purchase prices.

Position Held	: <b>Warehouse and Logistics Controller</b>
Company	: International Pharma, Inc.
Industry	: Pharmaceutical Products - Commercial Trading
Location	: Igpit, Opol, Misamis Oriental, Philippines
Period	: July 7, 2014 - June 15, 2015

- Coordinating stock control operations with warehouse staff, as well as the sales and finance departments.
- Analyzing supply chain data to ensure the uninterrupted availability of stock.
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).
- Evaluating vendors and suppliers' offers and negotiating profitable purchase prices.
- Placing and receiving orders to replenish stocks as needed.
- Tracking shipments and coordinating internal stock transfers, as well as resolving delays.
- Overseeing stock storage processes, including tagging, boxing, and labeling.
- Maintaining a steady flow of stock from storage to where it is needed.
- Performing regular inventory audits and keeping stock purchasing within budget.
- Maintaining and updating daily shipment records, as well as purchases and pricing reports.

## TRAINING(S) & CERTIFICATION(S):

- Macro VBA Programming in Excel - Xcel Hub Training School
- Google Skills Shop- Google Analytics Certification
- Intuit Quick Books Online Certification Career Summary
- SQL Data Analysis – Udemy Online Learning
- Full Stack Web Development Certification - Udemy Online Learning

## **EDUCATION:**

### **Post-Graduate Studies:**

Master in Business Administration  
Bukidnon State University  
Malaybalay, Bukidnon, Philippines  
2023 - Present

### **Post-Graduate Studies:**

Professional Education Course  
Online Education Program  
Southern Philippine College  
Philippines  
2022

### **Tertiary:**

Bachelor of Science  
in Business Administration  
Major in Financial Management  
Bukidnon State University  
Malaybalay, Bukidnon, Philippines  
Year Graduated : 2019