

Curriculum Vitae

Name : GERSAN PALARCA KATAGUE
Mobile : +974 51071938
Email Add. : kataguegersan@gmail.com



CAREER OBJECTIVE:

To seek a challenging long-term career-oriented employment within a reputed organization to invest all my professional expertise and educational qualification to facilitate career growth.

KEY SKILLS

- Computer literate: Proficiency in MS- Word, MS- Excel, Outlook, etc.
- Self-Motivated.
- Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.
- Ability to work independently takes direction and executes with precision.
- Reliable and adaptable – able to learn new system quickly and takes initiative to do more things beyond what is expected.
- Ability to gather data, compile information and prepare reports.
- Organized person and resourceful with a wide range of skills.
- Customer service oriented, can work well with others.

WORK EXPERIENCES

1. **Service and Admin Assistant** August 2024 – April 2025
Paculegend Cooling Solutions & Air conditioning Services

- Schedule an appointment for the service maintenance of the client's data center cooling system.
- Conduct an ocular site visit for the proposed project.
- Collection of payments and certificates.
- Maintaining a spare parts inventory.
- Accompanying the Owner to a meeting with clients.
- Maintaining company's documents and files.
- Paying and issuing checks for the company's service maintenance.

2. Operation Assistant
Genpro International Inc. (Export & logistic Company)

May 2015 – June 2024

- Preparing a packing list for the export of goods.
- Measuring the sizes and weights of cases for export.
- Partially deciding which goods to export to fill up the cases.
- Attending convention meetings related to export.
- Preparing Sales Invoices for the export of goods.
- Receiving and checking inventories.
- Maintains and troubleshoots office computers.
- Conducting an on-site visit to some suppliers.

3. Shuttle service/driver
(private owned vehicle for rent)

2021 - 2025

- Provide pick up and drop off services for BPO agents.
- Provide shuttle service for VIP clients.
- Provide shuttle service for company's outing.

ACADEMIC QUALIFICATIONS

- ❖ Automotive Servicing, I and II, National Certificates NC2 at University of Perpetual Help Rizal Las Pinas Manila, 2014
- ❖ Information Technology (IT) undergraduate at ABE College Las Pinas Manila, 2007

PERSONAL DETAILS

Citizenship : Filipino
Date of Birth : August 28, 1984
Gender : Male
Marital Status : Married
Languages : Tagalog, English
Visa Status : Family Visit Visa

REFERENCES

Available upon request