



ELNORA N. DIMOC

PROFILE

Age: 48

Date of Birth: November
07,1975


Gender: Female

Marital Status: Married

CONTACT ME

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 Saint Louis Ville,
Talogtog, San Juan,
La Union

I hereby certify that the
informations given in this
document are true and
correct to the best of my
knowledge.


Elnora N. Dimoc
Applicant

➤ EDUCATIONAL BACKGROUND

SAINT LOUIS COLLEGE - SAN
FERNANDO, LA UNION

Bachelor of Science in Accountancy

➤ ACHIEVEMENTS

- Graduated Cum Laude at Saint Louis College
- Recipient of the Employee Service Award for 25 Years at San Miguel Corporation

➤ SEMINARS ATTENDED

- Proactive Service Excellence: Building an Exceptional SMFI Experience - by San Miguel Purefoods University Sales Academy
- Communication Assertiveness - by GuthrieJensen
- Service Plus Beyond Customer Expectation - by San Miguel Foods, Inc.



SCOPE OF WORK FROM PREVIOUS JOB

**SALES COORDINATOR
SAN MIGUEL FOODS, INC
May 15, 1990 to March 15, 2022**

- Handled customer inquiries/complaints from the region
- Processed orders and deliveries to customers
- Coordinated with other sales offices for the transfer of goods to/from the base office
- Inventory management
- Processed weekly and monthly reports
(Sales forecasts, Account Receivables, Remittances)
- Monitored office expenses versus budgets



SCOPE OF WORK FROM PREVIOUS JOB

**SERVICE COORDINATOR
OUTSOURCED PHIL
February 23, 2024 to
August 30, 2024
(WFH/REMOTE JOB)**

- Schedule service appointments of vendors to clients via phone or email
- Confirm the schedule to clients via phone
- Update schedule in company software application
- Source out vendors for emergency requests



SCOPE OF WORK FROM CURRENT JOB

**SUPPLY CHAIN MANAGER
KM6 GENERAL MERCHANDISING
September 01 2024 to present**

- In charge of logistics fleet, assuring the efficiency of delivery of goods to customers
- In charge of warehouse, ensures that all products ordered by the customers are complete and properly laid out for the logistics team to deliver
- Monitors expenses such as fuel to prevent misuse of company resources

