

**Anjelika Florraine V. Pangan**

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**Objective:**

Proven history of successful work with cross-functional teams. Goal oriented and result-driven individual with a successful record of managing people. I am confident that my skills, mindset and dedication will help leverage organizational and technical skills to help the organization to increase its productivity and quality.

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**Educational Background:****Tertiary:**

**Bachelor of Science in Office Administration**

**Major in Office Management (*Graduate*)**

Eulogio “Amang” Rodriguez Institute of Science and Technology

Nagtahan St., Sampaloc, Manila

June 2013- May 2018

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**Professional Experience:****Energy Consultancy Company AU**

Operations Coordinator- Virtual, September 1, 2023- December 1, 2024

- Overall coordination of job completion across all state in Australia scheme, including scheduling stock, stock management, processing purchase orders and troubleshooting issues as they arrive and ad-hoc administration.
- Coordinate with the compliance officers and installers for timely post compliance completion and submission.
- Ensure submission KPI targets are met.
- Organize schedule of installations for Australian jobs.
- Provide forecast estimates of installation targets to ensure monthly KPI's are met and maintained.
- Schedule installations with customers and the installation team.
- Create and issue purchase orders for required stock and equipment. (lift, trailers, accommodation, etc.)
- Manage stock deliveries.

- Coordinate with Accounts Manager job invoicing and stock tracking on a weekly basis.
- Liaising with Australian contractors for job schedules.
- Coordination of solar jobs.
- Compliance job processing work if/as required.
- Manage reports and database of the company.
- Create SOPs and other documentations to ensure accuracy of the operations department.
- Other tasks as required.

#### **WUHANFIBERHOMEINT'L TECHNOLOGIES PHILS., INC.**

OIC Project Supervisor, June 2022- October 13, 2023

- Oversee daily operations and adjusting necessary to ensure that each task is delivered to specifications and high standard.
- On-site survey and joint inspection.
- As-plan and as-built validation.
- Ensure that projects adhere to work scope, quality KPI within the billing budget and SLA.
- Assess project risks and issues and provide applicable solutions.
- Effective communication of plans, progress and status to both internal and external stakeholders
- Coordinate and facilitate meetings, action items and assign tasks and accountability to internal resources.
- Prepare necessary documentation and presentation materials for meetings.
- Prepare and validate billing documents.
- Undertaking projects tasks as required.

#### **WUHANFIBERHOMEINT'L TECHNOLOGIES PHILS., INC.**

PMO Project Coordinator, September 1, 2020- June 2022

- Communicate with C-level and executive clients to identify, have in-depth knowledge and define project requirements, scope and objectives.
- Plan and manage team goals, project schedules and relay new information across internal and external organizations.
- Supervise current projects and coordinate all team members to keep workflow on track.
- Reconcile daily, weekly and monthly documentations such as plans and reports to ensure that requirements requested by clients are on track for a certain project.
- Maintaining an effective filing and documentation system.

- Manage PMO projects, maintain databases, create manual reports using Microsoft Office tools or company-owned platforms, analyze data, and present at meetings as needed.
- Delegating tasks to appropriate team members.
- Managing deadlines and progress across the team to ensure the project is delivered on time.
- Creating the relevant reports, presentations, and meeting briefings; provide additional administrative help as required.

### **UNITED COCOPLANTERS LIFE ASSURANCE CORP. (Cocolife)**

Bancassurance Accounts Assistant, December 21, 2018- April 1, 2020

- Responsible for processing new applications provided by Accounts Executive.
- Prepare quotations and proposals as requested by the Accounts Executive or Branch personnel based on the needs of client
- Prepare, monitor and generate weekly and monthly sales reports for Metro Manila UCPB branches.
- Monitor activities of Accounts Executive (re; time in's, reporting branch unit, reimbursements, cash advance, liquidation, accountabilities). Assist them in every professional possible way that they need. Served as third party communicator between Agents and other Departments inside the main office.
- Assist in processing withdrawals, renewal of payments, and reinstatements for existing clients.
- Handle phone calls and answer queries through email as what information was needed by agents, branch managers/personnel and clients. Perform necessary actions, on the spot if possible. Meet with actual client calls if needed outside the main office.
- Other administrative duties include handling procurements for the department, representing the Bancassurance Department, attending meetings about core planning for monthly activities, and performing tasks that aid in event organization.
- Trained as an Accounts Executive for a month, with Traditional License for Life Insurance, also with knowledge of Variable Insurance.

### **MEDICARDPHILS., INC.**

Accounts Payable Clerk, May 26, 2018- Nov. 30, 2018

- Received bills for check preparation.
  - Sorting of bills per release target and service.
  - Ensure that bills received are complete of needed documents.
  - Communicate with the in-charge person if a certain bill has a problem.
  - Tagging of control number in the system.
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**Professional Certificate:**

**Certification for Pollution Control Officer (2023)**

Online Course-Essential Environment Consultants, Inc