



MARY JANE C. MAHINAY

APPLICANT

0930 507 9899



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Prk. Alakta, Brgy. New
Pandan, Panabo City



PERSONAL INFORMATION

Date of Birth: January 19, 1988

Age: 38

Civil Status: Single

Place of Birth: Tago, Surigao del Sur

EDUCATION

UM Tagum College
BSBA - Major in Human Resource
Management
2022-2026
Tagum City

Aces Polytechnic College
Computer Programming
2009-2012
Panabo City

Purissima National High School
2001-2005
Tago, Surigao del Sur

EXPERTISE

Communication Skills
Time Management & Multi-tasking
Employee Assistance
Adaptability & Teamwork Skills
Learning Skills

LANGUAGE

Tagalog
Bisaya
English

CAREER OBJECTIVES

I have hands-on experience in both HR and administrative roles through my internship training and working student background which equipped me with skills in recruitment support, documentation and office management.

WORK EXPERIENCE

Intern (UM Tagum College) September 26, 2025 - January 22, 2026

- Assisting in the job interviews
- Assisting in seminars
- Sorting employee records

Administrative Staff (VV Shell Incorporated) Jan. 23, 2025 - Sept. 22, 2025

- Organizing and maintaining the files, records and documents
- Assisting in payroll and HR-related jobs
- Encoding the data from forecourt and shop

Comtech (Sales Associate) October 20, 2021 - November 30, 2022

- Customer Service
- Sales Monitoring
- Inventory Management

TRAININGS AND SEMINAR ATTENDED

Developing Employees for Future Success

- UM Tagum College
- October 5, 2023

Occupational Health and Safety Act

- UM Tagum College
- September 21, 2023

Labor Relations

- UM Tagum College
- February 12, 2024

REFERENCES

Custodio Caesar B. Nambong, DMD
Provincial Health Office
Dentist II
0930 231 6476

Elgie C. Pulvos
Revenue Officer (BIR)
0995 220 3747

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

MARY JANE C. MAHINAY
Applicant