

**OBJECTIVE**

**ERRON**

**ATIENZA**

**DE CASTRO**

To be an employee who can secure a responsible and challenging position which will both utilize and strengthen skill, and would give greater chance for career advancement.



errondc12@gmail.com

**TRAINING EXPERIENCE**

**Administration Section (OJT**)

1st Semester 2015-2016

Social Security System

Kumintang Ilaya, Batangas



09368984978



Abiacao, San Luis, Batangas

**PERSONAL DETAILS**

Age: 22 years old

Birth date: May 12, 1996

**WORK EXPERIENCE**

**TECHNICAL SKILLS**

**Data Encoder**

GoodHeart Marketing Inc.

August 24, 2016 – Present

 **JOB DESCRIPTION**

* Encodes/post data in the system (e.g. Inventory receipts, truck loadings, invoice posting, etc.
* Validates entries and transactions posted in the system .g. Inventory receipts, truck loadings, invoice, etc.
* Monitors accuracy of system inventory against actual salesman stocks.
* Monitors accuracy of system inventory of truck against actual salesman stocks.
* Generates reports and provides sales figure when needed
* Submits work update reports daily, weekly or monthly.
* Monitors critical stocks inventory and creates purchase order and sends it to the Principal office of the distributors.
* Encodes accounting CN, (Reject delivery advice)
* Microsoft Office Suite
* Proficient In Excel

**PERSONAL SKILLS**

* Excellent time management skills
* Collaborative and able to work in teams or group
* High level of maturity and sense of responsibility
* Highly resourceful, objective and reliable
* Fast learner

**EDUCATIONAL BACKGROUND**

**TERTIARY**

Bachelor of Science in Information Technology

Lemery Colleges, Lemery, Batangas SY: 2012-2016

WITH HONORS

**SECONDARY**

St. Blaise Community Academy Inc.

Poblacion, San Luis, Batangas

SY: 2008-2012

**PRIMARY**

**Abiacao Elementary School**

Abiacao, San Luis, Batangas

SY: 2002-2008

SALUTATORIAN

**AWARD RECEIVED**

Most Competent On-The-Job Training

**CHARACTER REFERENCE**

Mr. Jeremy Rio

 HR Manager

 Good Heart Marketing Inc.

 Caybunga, Balayan, Batangas

**DE CASTRO ERRON A.**

Applicant

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