



RENZ BAUTISTA SAYAMAN

CONTACT

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Sitio Manalo Sampaloc - III
Dasmariñas, Cavite

SKILLS

HTML/CSS
Visual Basic
Software Tech

EDUCATION

Piela Elementary School

2006 - 2012

New Era National High School

Junior High School
2013 - 2018

AISAT

Senior High School - ICT Strand
2018 - 2021

PROFILE

To utilize my technical and management skills to achieve the goal and develop the best possible performance. I'd like to use my innovative ideas, skills, and creativity to help complete the projects.

WORK EXPERIENCE

NPD Staff / Encoder

Shinkozan Corp. 2023

- Monitor data entry accuracy and completeness.
- Prepare, compile, and sort documents for data entry.
- Enter data from source documents into the computer system using a variety of software packages.
- Verify the accuracy of data entered into the system.
- Update existing data and delete unnecessary files.
- Trace any discrepancies in data received and report them to the appropriate department.
- Secure confidential information by protecting passwords and other sensitive information.

Carpark Cashier

Shopping Center Management Corp. 2022 - 2023

- Collects tickets, validates and accepts cash for parking fees
- Operates Point of Sales (POS)
- Balances revenue to cashier reports, report any discrepancies (lost tickets, gate malfunctions, cash shortages, etc.)
- Monitors cars parking in the lot.
- Reports incidents of vandalism or other disturbances to the Admin or Security Officer.
- Assists motorists with disabled vehicles.
- Maintains cleanliness of booth
- Perform other duties as assigned.

CERTIFICATE

HTML5 Basic
Udemy

EXPERTISE

- Critical Thinking
- Time Management
- Computer Literate
- Active Listening
- Flexibility
- Teamwork
- Adaptability
- Technical Skills

Admin/Accounting Asst.

LB Levinson Brothers, Inc.

2021 - 2022

- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions
- Controlling credit and chasing debt.
- Process reimbursement forms
- Processing expense requests for the accountant to approve.
- Prepare bank deposits
- Updating and maintaining procedural documentation.
- Review and file payroll documents

Helper

Zing Trucking

2021 - 2022

- Loads and unloads items for delivery.
- Assist Driver during delivery operations.
- Verifies that each load matches to what is on the invoice and truck.
- Navigates routes to the job site.
- Reviews directions, address, and time expected with leadman.
- Effectively communicating with clients and customers to resolve complaints.
- Obtaining clients' and customers' signatures as an acknowledgment of having received the delivered products.
- Ensuring that all safety policies and procedures are adhered to.

Production Crew

Yanhu Corporation

2020

- Operate production equipment.
- Store products and materials.
- Meet the deadlines of individual production tasks during shift.
- Report on defective products or machinery.
- Check stock levels and report deficiencies in products or raw materials.
- Keep the worksite clean to avoid hazards from chemicals and fragile products.
- Review and follow manufacturing manuals.
- Follow the company's safety and quality guidelines.

I hereby certify that the statement that I have made in the above mentioned information is true and correct to the best of my knowledge and belief.


RENZ BAUTISTA SAYAMAN
APPLICANT