



Airron Jimuel de Leon

Seeking an entry-level position in the field of information technology (IT) with a focus on Front-end web development and network troubleshooting and software equipment maintenance and monitoring.

Contact

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Email

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Address

City of General Trias Cavite.

Education

2016-2018 (Senior High School)

**Science, Technology,
Engineering, and Mathematics**

AMA Cavite University | General Trias City

2018-2021 (College)

**Bachelor of Science in Information
Technology**

AMA Cavite University | General Trias City

Expertise

- Web Developer (Front End)
- HTML
- CSS
- JavaScript
- Basic programming language (C++).
- Computer Software Knowledge.
- MS Office.
- Excellent problem-solving skills.
- Warehouse Management

Achievements

2023

- Udemy Certificate of Completion
CSS3 and Bootstrap for Beginners 4
course in 1

Web Portfolio & Projects

- <https://airrondev.github.io/porfolio/#>

Experience

○ Jul 2022 - Jul 2023

San Miguel Integrated Logistics Service's. Inc. | General Trias City

Inventory Clerk Controller

- Collaborating with Finance, Quality Assurance, Supply chain planner, to resolve issues or queries they may have.
- Follow sales order to prepare goods stated for shipment.
- Actively participate in continuous improvement and problem-solving activities with the unit.
- Batch management.
- Responsible for providing accurate reports to track performance and enable decision making.
- Inventory analysis.
- Processing of items of production and other vendor's through SAP.
- Investigated, analysed and resolved user issues to support client needs.
- Reporting discrepancies between physical counts and SAP database records.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers.

○

Apr 2021 - June 2022

LGU of City of General Trias Cavite.

Admin Staff

- Accurately and efficiently encode all data that needs organizing and recording.
- Organize and maintain original paper evidence.
- Transcribe, scan or photocopy hard copy documents and forms as needed.
- Assure files are properly prepared and saved to backup drives.
- Confirm that entered data accurately aligns with original documentation.

Reference

April Ambulo

Supply Chain Planner, Magnolia. Inc

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Kim Jhon Pabalan

Inventory Clerk Controller, San Miguel Integrated Logistics Service's. Inc.

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