

Edwards Flores – Software development

Age: 25

City - Country: Lima, Perú

Address: Psj.Real Mz.18 LT.5A

D.N.I: 70254329

Phone: 998068694

E-mail: edwards.flores.ef@gmail.com

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Adobe Photoshop
- PC technical support
- Technical English
- HTML
- CSS
- Github
- PHP
- JQUERY
- MYSQL
- I work under pressure
- Responsible
- Organized

STUDIES

Institute	SENATI
Lima – Perú	Higher education
Colegio	Secondary - Our Savior Carmelites
Lima – Perú	Educational institution

EXPERIENCIA LABORAL

Period: October 2018 - Present

Company: P&H ENGINEERING SAC DEPARTMENT: HUMAN RESOURCES (Human Resources Assistant)

Functions: Development of the information database of all management processes. Project presentations, charts and graphs on human resources. Oversee the custody and control of the office's physical and electronic information. Other functions assigned by your immediate boss, according to the position.

Period: December 2017 - September 2018

Company: P&H ENGINEERING SAC DEPARTMENT: MARKETING (Marketing Assistant)

Functions: I was in charge of developing and executing a plan to attract new customer profiles through content generation and code programming for the web site. Other Functions: Technical support of company software.

Period: January 2017 - November 2017

Company: P&H ENGINEERING SAC DEPARTMENT: ACCOUNTING (Accounting Assistant)

Functions: I was in charge of reviewing the inventory of supplies, consumables and equipment. I developed control formats and made software to manage with KPI, meeting production demand projections. Periodo:

January 2016 - December 2016

Company: P&H ENGINEERING SAC DEPARTMENT: LOGISTICS (Logistics assistant)

Functions: Planning and management of the minimum stock of materials for the OPERATIONS area. Monitoring and control of the Kardex according to the progress of the work and constant communication with the Plant Manager. Receive, derive and distribute the documents that enter through the Document Management System. Carry out and monitor the follow-up of the documentation sent in order to expedite the documentary process. Keep the digital file of the documents updated.

Period: September 2015 - December 2015

Company: UGEL 01 DEPARTMENT: LOGISTICS (Logistic support)

Functions: In charge of making control charts of expenses and payments of service receipts of all schools. Support as a document repository and create staffing using state programs. Other functions assigned by your immediate boss, according to the position.

REFERENCES

UGEL 01 - SJM

Segundo Arturo Bazan Serpa - Administrador General

T. (+01) 01719189

E-mail: informaciones@ugel01.gob.pe

GRUPO P&H ENGINEERING SAC - SJM

Edgar William Pari – Gerente General

T. (+51) 980407763

E-mail: comercial@grupopyh.com

COURSES

CEPEG

Lima – Perú

Course - SIAF, SIGA y SEACE

17 December 2019 - 30 December 2019 (12 horas)

CEPEG

Lima – Perú

Course - Administración Documentaria y Archivo en la Gestión Pública

07 December 2019 - 21 December 2019 (40 horas)

MOTT Centro de Especialización Digital

Lima – Perú

Diplomat - Social Media ADS

25 January 2019 - 12 April 2019 (36 hours)

CEPS – UNI

Lima – Perú

Course - Excel Intermediate

1 September 2017 - 18 October 2017 (24 hours)

DISPONIBILIDAD **INMEDIATA**