



INTIZAR RACMAN

4102 Rosa Compound Bacoar Cavite City Philippines
09383668433 | intizarracman@gmail.com

OBJECTIVE

I am a self motivated, reliable and hardworking person. I am able to work well both in a team environment as well as using my own initiative. I'm a fast learner.

EXPERIENCE

Office Staff/ Sales Assistant

Jermar Marketing
August 2019 - March 2022

- -Responsible for supporting and assisting the primary bookkeeper in the company.
- -responsible for providing support to experts to maintain the company's financial records such as weekly and monthly recording of sales.
- -responsible for assisting the processing of payroll, making purchases and monitoring accounts. -responsible for sending PETRON DIX reports through their system.
- -assisting in daily operations such as sales route, accounts receivables and accounts payable.

EDUCATION

Bachelor Science Social Work

Lake Lanao College Incorporated
March 2022
College

Senior High School

Mindanao State University Lanao National Central Arts and Trade
April 2015 - July 2017

SKILLS

- Teamwork and collaboration.
- Problem-solving, and analytical skills.
- Attention to detail.
- Adaptability.
- Word processing.
- Spreadsheets.
- Excel & Microsoft Office