



JOSHUA P. DEL ROSARIO
1015 Vista Grande Balon-Anito,
Mariveles, Bataan
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Jdelrosario2121@gmail.com

PERSONAL SUMMARY

A motivated and determined individual who is disciplined has flair to succeed with a keen eye for details, adaptable, resourceful and enthusiastic staff. Contributing extensively to work and always displays a willingness and helpful manner in investigating and evaluating.

Now looking for a company like yours that not only provides a stimulating and challenging environment, but also opportunities for a career growth.

KEY SKILLS AND COMPETENCIES

- ☐ Able to prioritize individual workloads according to tight deadlines.
- ☐ Experience in handling large amount of data.
- ☐ Able to work under pressure- organized approach and able to prioritize.
- ☐ Productive staff with solid work ethic that exerts effort in successfully completing tasks.
- ☐ Knowledge of databases, Microsoft Word and Excel.

WORK EXPERIENCE

Material Planner

Perpetual Prime Manufacturing Incorporation (April,25,2022 to Present) 7th Street Phase 2, Freeport Area of Bataan Mariveles

- Updating Materials Status
- Updating DailyOutput Report
- Diligent Monitoring Material
- Shipment management & Arrangement
- Ensuring the consistent and adequate supply of materials necessary for production.
- Determining the required materials and generating purchase orders from ERP System
- Material Replacement Monitoring & making Contact list in ERP system when Materials are lacking or If PD have Consumption Update.
- Processing & Monitoring Outsourcing Materials.
- MS OFFICE / ERP SYSTEM / BASIC SAP / OUTLOOK SYSTEM
- Reviewing adequacy and sufficiency of materials

Production Planning and Control

Bonete Industrial Manufacturing Incorporation. – (Feb. 22, 2021 to Feb 25 2022) Mindanao Ave, Phase II, Fab, Maligaya Mariveles Bataan

- Forward-thinking procurement and receiving materials
- Diligent monitoring of material
- Reviewing adequacy and sufficiency of materials
- Proper issuance of materials
- Man power management
- Shipment management and arrangement
- Adequate listening and comprehension skills
- MS Office
- Work with team members and procurement manager to complete duties as needed

Sales Man (Promodizer)

Addessa Mariveles . – Nov 25, 2020 to feb-5 ,2021)
Lacandula St Poblacion Mariveles,Bataan

- Greet Customer
- Help Customer Find Item in store.
- Check for Stock at other branches or order requested stock for customer
- Provide Customer with information about items.
- Keep Track of inventory
- Achieve agreed upon sales target and Outcome within Schedule
- Present, Promote and sells Product/Service using solid arguments to existing and prospective customer

Enumerator (PSA)

Mariveles Bataan – August1 to November 1 2020

PERSONAL INFORMATION

Gender: Male
Age: 24 years of age
Date of birth: Nov 15, 1998
Civil Status: Single
Religion: Born Again
Nationality: Filipino
Height: 5'7
Weight: 73 kg.
Tin no.: 445-256-794
SSS no.: 02-3980309-4
Pagibig no.: 121257635995
Philhealth no.: 07-250122286-1

- Collecting Information From Resident in your Designation area and give to our team leader

Machine Cleaner (Part Time Job)

Essilor - January 5, 2019 – December-30 2019

Fab Mariveles Bataan

- Cleaning Machine

EDUCATIONAL ATTAINMENT

TERTIARY: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
AFAB Mariveles, Bataan SY. 2016 – 2020

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION (Major in Human Resource Mangement)**

SECONDARY: MARIVELES NATIONAL HIGH SCHOOL
AFAB Mariveles, Bataan SY. 2014 March

PRIMARY: IPAG ELEMENTARY SCHOOL
Ipag, Mariveles, Bataan SY. 2010 March

TRAINING/SEMINAR ATTENDED

Perpetual Prime Manufacturing Incorporation
Standard First Aid and Basic Life Support-CPR with AED
operation's Training (Red Cross Bataan Chapter) Feb,5,2023 –
Feb,9,2023

Dong-in Sun bird Manufacturing Corporation- On the Job Training
Afab Mariveles, Bataan April 23 3 – May 15 2018 (120 hours)

Rizal Commercial Banking Coporation (RCBC). –On the Job
Training
AFAB Mariveles, Bataan APRIL 29 2019 , 2018 to june 17 2019
(240 hours)

CHARACTER REFERENCES

Prof. Numeriano Magpantay

Head Director

Polytechnic University of the Philippines.

Maligaya Mariveles Bataan

***"I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT TO THE BEST OF
MY KNOWLEDGE"***


JOSHUA DEL ROSARIO
APPLICANT