



Jericho Macatangay

I want to continue learning and improving my skills while growing professionally in the company, and to give my best efforts in supporting its goals and contributing to its success in a meaningful and globally competitive way.

Contact

Phone

+63 961 197 9458

Phone

+63 991 167 9326

Email/Gmail

macatangayjericho05@gmail.com

Email/Outlook

jehomacatangay@outlook.com

Address

Sorosoro Karsada Batangas City

Education

2019-2023

Bachelor of Science in Information Technology

St. Bridget College

2016-2018

Science, Technology, Engineering, and Mathematics

Marian Learning Center And
Science High School

SKILLS

- Strong communication skills
- Excellent ability to adapt to difficult situations.
- Good organizational skills.
- Time and project management.
- Attention to Detail.
- Confidentiality in handling sensitive information with discretion.
- Proficiency in Microsoft Office Suite.
- Communication Platforms: Microsoft Teams, Zoom, Skype.
- SAP / POS System Knowledge Goods Issue transactions.
- Knowledgeable basic java programing

PERSONAL INFO

Date of Birth : September 5, 1999
Place of Birth : San Jose Batangas City
Height : 5'4"
Religion : Roman Catholic
Gender : Male
Nationality : Filipino

Experience

APR 2024 - SEP 2024

SOROSORO IBABA DEVELOPMENT COOPERATIVE (SIDC) SIDC FEEDMILL

Inventory Management Staff

- Responsible for performing clerical and administrative duties including:
 - Weekly schedule of IM Department
 - Handling expense summary per cut off
 - Good issue of finished feeds to sales warehouse
 - Gate pass (Finished Feeds & Raw Materials)
 - Monthly office supplies requisition
 - Order of payment for transferred raw materials & manual loading of finished feeds
- Responsible for maintaining well-organized documents & records of the department
- Responsible for the maintenance and control of office supplies inventory
- Actively participate in safety, health, environmental and housekeeping programs
- Take full responsibility for all equipment and materials entrusted by the Cooperative

SEP 2025 - DEC 2025

ALFAMART TRADING PHILIPPINES

Store Crew

- Provide excellent customer service
- Assist with store operations, cashiering, and inventory management
- Receive, arrange, and stock products
- Maintain store cleanliness and equipment

REFERENCE

Mrs. Xenny Bagsit

Barangay Captain

Phone: 0919 487 9951

Mr. Leo Pedraja

SBC BSBA/BSIT College

Chairperson

Phone: 09065535894