



# 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

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### 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