

IT STAFF

Ruel Jarin Bautista

222 Malagasang I-E Imus, Cavite

Mobile Number: 09053351098

Email: rueljarinbautista@yahoo.com



Special Skills:

- PC Trouble Shooting
- Hardware Configuration/Installation
- Network Troubleshooting and Installation (LAN)
- Software Installation
- Driving with Valid Driver's License
- Works well in team
- Programming (DBaseIV, Clipper, Visual Foxpro)
- Knowledgeable in MS Office

Experience:

Dasmarinas Gas Corporation

September 2007 – February 2018

Credit and Collection Officer

Dasmarinas City, Cavite

- Creating and maintaining credit history files
- Supporting the collection efforts/calls for account receivables portfolio
- Documenting daily collections activity
- Researching account disputes and billing discrepancies
- Performing account/payment reconciliations
- Responding to credit inquiries from external and internal clients
- Identifying delinquent accounts requiring external collection efforts
- Identifying bad debt or financial exposure

Dasmarinas Gas Corporation

June 2002 – September 2007

Cylinder Control Officer

Dasmarinas City, Cavite

- Make an accurate report of daily cylinder inventory
- Balancing between full and empty cylinders
- Balancing of Cylinder full against the Production Report
- Make it sure the quality of tank

Dasmarinas Gas Corporation

March 1999 - June 2002

Encoder/Payroll Master

Dasmarinas City, Cavite

- Encoding of daily sales report
- Encoding of daily Collection Report
- Encode the necessary data give a complete, accurate and organized manner that is important to the needs of the company or any entity.
- Report and provide accurate data to one's superior.

10/24/18

Personal Information:

Age:	41 years old	SSS No:	33-5515222-8
Birthdate:	March 27, 1977	TIN No:	203-627-837-000
Religion:	Catholic	Citizenship:	Filipino
Civil Status:	Single	Gender:	Male
Height:	5'8"	PEN No:	080501086839
Weight:	200 lbs.	Pag-Ibig No:	103000185734

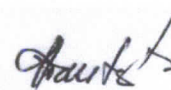
Educational Attainment:

1993 – 1998	Technological Institute of the Philippines Manila Campus Bachelor of Science in Computer Engineering
1989 – 1993	Imus Institute Imus, Cavite
1983 – 1989	Malagasang 2 nd Elementary School Malagasang 2 nd Imus, Cavite

Character Reference:

1. **Mr. Joseph Sayaman**
Barangay Captain
Malagasang I-E Imus, Cavite
2. **Mrs. Annie T. Cumara**
Manager – Tiptop Graphics
Dasmarinas, Cavite
CP: 09178911242
3. **Ms. Eileen B. Sumang**
HR Officer
Dasmarinas Gas Corporation
Dasmarinas, Cavite
CP: 09369224728

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Ruel J. Bautista
Applicant