

RANDY GERALD C. BERNAL

Block 15 Lot 3 Villa Arcadia subd. Carsadang bago 1,
Imus Cavite

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Cell: 0995-850-8982



- To obtain a position commensurate to my qualification and to pursue a career in a reputable company that values excellence commitment teamwork and dignity at the same time to be able to contribute to its growth and development.
- To obtain a position that will enable me to use my strong organizational skills, and ability to work well with people.

• Personal Details

SSS #	34-132-523-74
TIN#	423-006-927
Age	29 yrs old
Birthday	August 22, 1989
Height	5'6
Weight	63Klg
Religion	Roman Catholic
Province	Parañaque City
Nationality	Filipino
Status	Married
Language	English / Tagalog

Skills:

- knows how to operate and trouble shooting printers
- knows how to drive
- have own motor.
- expected salary minimum

• Professional Background

Rate: 500/day

- o Dynamic Outsource Solutions Inc(dos1)
Document Scanner/Encoder
3/F Cargohaus Bldg. Brgy Vitalez, NAIA Complex Parañaque City

July 17, 2017 to Present

* currently employed but willing to be employed with in Cavite

- o RDI (RENDITION DIGITAL INC. - BPO)
Data Encoder
8th Floor, Rufino Centre Building, 6784 Ayala Avenue 122
October 2016 - June 2017

- o CTPNI NETWORKS RENTALS
Inventory Coordinator
#502 Cervantes st. Bormaheco Compound Km. 17 West Service Road Parañaque City
March 7, 2016 - September 02, 2016
- Responsible to secure the equipments

- o **DZ Card Philippines**
Encoder & QA

*Dz Building Sta. Agueda Ave. Pascor Drive Sto nino Parañaque
City*

November 7, 2014 to January 15, 2016

Responsible to encode all the details to system

- o **AIRFREIGHT 2100 Inc.**
Encoder & Scanner

City

3/F Cargohaus Bldg. Brgy Vitalez, NAIA Complex Parañaque

June 2012 to June 15, 2014

- *Task to scan all the document to provide our
declarants needed in terms of BL and other supporting
documents.*

- o **DATA CHECK**

UPS Billing in Charge / Data Encoder

November 2010 – April 18, 2012

- *6 Red St. Belisario Compound, Valley VI Parañaque City*
- *Responsible for UPS Billing for Client on time, and
encode all the information System to System.*

- **Educational Background**

- o **2010 Tertiary:**

Informatics Computer Institute

*ADICS (Advanced Diploma in Computer
Studies)*

*SM City Bicutan, Doña Soledad Betterliving
Parañaque City*

- o **2006 Secondary:**

St. Theresa De Avila School

Dr. A Santos Ave., Sucat Parañaque City

- o **2002 Primary:**

St. CYR Academy

Expiritu Comp. Sucat Parañaque City

- **Other Activities and Skills**

- o *Internet navigation proficiency*

- o *Computer navigation (Word, Excel)*

- o *60 WPM*

- o *Knows how to drive a motorcycle*

(Lalamove Rider w/ a Professional Driver License)

- **Character Reference**

- o **RJ Arao**
Supervisor (Imaging Department)
Airfreight 2100 Inc.
3/F Cargohaus Bldg. Brgy Vitalez, NAIA Complex Parañaque City
0917-810-6654
- o **Jeff Vibo**
Supervisor (Data Management)
Dz Card Philippines
Dz Building Sta. Agueda Ave. Pascor Drive Sto nino Parañaque
City
0933-521-7103
- o **Paula Marie Perez**
Owner/ Manager
DATA CHECK
6Red St. Belisario Compounding Valley VI Parañaque City
825-2327

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

RANDY GERALD C. BERNAL
Applicant's Signature