Ivan Vincent Alfred Neil D. Agleron

Address: Sapul Calapan City, Oriental Mindoro

E-mail: ivanivanagleron@gmail.com Mobile: 0951-741-0268 / 0995-177-6276

OBJECTIVE:

To be involved in work where I can utilize skill and creativity involved with system that effectively contributes to the growth of organization.

PERSONAL INFORMATION:

August 21, 1998 Date of Birth:

Age:

Place of Birth:

Calapan City, Oriental Mindoro

Religion:

Roman Catholic

Sex: Civil Status:

Language:

Male Single **Filipino**

WORK EXPERIENCE:

ON THE JOB TRAINING

Human Resource Office

Divine Word College of Calapan

- Proofread HR documents
- Arrange employees documents
- Post updates at bulletin board
- Distribute employee's salary form/pay slip.
- Attend and assist seminars/meetings
- Clean office area
- Distribute memos to other departments
- Applying SSS and UMID forms for the employees
- Assist with screening resumes and applications

SWDI ENCODER

Department of Social Welfare and Development DSWD Region IV-B Calapan City

- Encode variety of correspondence, reports, memoranda,
- Receive, record official communications/correspondence and check as to completeness of attachments/enclosures;
- Prepare and submit routine correspondence, documents,
- to pertinent offices;
- File and maintain accurate electronic-based data/ records/documents;
- Follow-up request; reproduce and certify copies of correspondence/documents as per request;
- Perform other related functions.



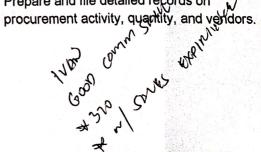


- Excellent verbal and written communication
- Computer literate (Hardware and Programming)
- Accustomed to adapting to a fastpaced, changing environment
- Excellent relationship building with ability to form a rapport with any customer

SALES REPRESENTATIVE/ MATERIAL OFFICER

Nwow/ TailG Electric Bike Trading Calapan City

- Work with management to identify supply needs.
- Recommend solutions to existing processes to reduce waste and increase quantity.
- Record and assess all materials quality, movement, and expenditure.
- Manage the distribution of supplies in the organization.
- Monitor inventory levels and access to the material.
- Collaborate with management to plan forecasting models.
- Oversee and support subordinates and new employees.
- Prepare and file detailed records on





Educational Background:

Tertiary Bachelor of Science in Business Administration

Major in Operation Management
Divine Word College of Calapan

Governor Infantado St. Calapan, 5200 Oriental Mindoro

(2015-2019)

Secondary Oriental Mindoro National High School

JP. Rizal St. Calapan 5200 Oriental Mindoro

(2011-2015)

Primary Adriatico Memorial School

San Vicente West Calapan 5200 Oriental Mindoro

(2005-2011)

Seminars Attended

PERSONALITY DEVELOPMENT SEMINAR

Held at Divine World College of Calapan, Gov. Infantado St., Calapan City Oriental Mindoro June 2019

CHARACTER REFERENCE:

MARK P. SOLO III, RGC HUMAN RESOURCE OFFICER

Divine Word College of Calapan Calapan City Oriental Mindoro

0916-497-0002

JAMIL ROXAS

SOCIAL WELFARE OFFICER III

Department of Social Welfare and

Development

Calapan City Oriental Mindoro

0908-481-4517

Agleron, Ivan Vincent Alfred Neil D.

APPLICANT