

Ivan Vincent Alfred Neil D. Agleron

Address: Sapul Calapan City, Oriental Mindoro

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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:

Date of Birth: August 21, 1998
Age: 22
Place of Birth: Calapan City, Oriental Mindoro
Religion: Roman Catholic
Sex: Male
Civil Status: Single
Language: Filipino

SKILLS:

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

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

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 procurement activity, quantity, and vendors.

SWDI ENCODER

Department of Social Welfare and Development

DSWD Region IV-B Calapan City

- Encode variety of correspondence, reports, memoranda, etc.;
- 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.

Handwritten notes:
Ivan
Good comm skills
#320
#2/ Sales experience

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