

Daniel A. Gutierrez

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Muntinlupa City, Philippines
1770

Key skills

- Technology or digital literacy
- Co-operation
- Research and analytics
- Listening
- Empathy
- Flexibility
- Patience

Education

Teaching Profession

Pamantasan ng Lungsod ng
Muntinlupa
Post Course 2019-2020

Bachelor of Technology

Technological University of the
Philippines
Graduated 2011

Trainings:

Computer System Servicing

Muntinlupa City Technical
Institute
August 19,2024-
Ocotber,4,2024

Media and Information Literacy in Today's World

University of the Philippine
Open University Online
July 03, 2023-August 22, 2023

Summary

I'm a self-motivated, collaborative, creative, and organize in companies work with ten years from sales marketing, to manufacturing and to corporate. I have a bachelor's degree in Technology and strong analytical skills.

Career history

Account Officer at Insight Workforce Solutions Inc.

January 2025 – Present

Overview: Record, analyse, and report financial transactions. Ensure accurate record and government tax payer compliant.

Key responsibilities

- Record and prepare payroll of employees.
- Comply with the government policies and taxes.

Achievements

- Comply with the government taxes.
- Paid the salaries of the employees on time.
- Improve the payroll process and book of accounts journals.

General Clerk at Makati Supermarket Alabang Branch

March 2024 – June 2024

- Perform a variety of administrative task.
- Perform a clerical task in an office setting.

Key responsibilities

- Encode data into the database system.
- Answering inquires face to face, on phone and emails.
- Maintain filing system and preparing daily and monthly reports

Achievements

- Database reliable, accuracy and up-to-date.
- Increase order demands and decrease complain.

Failure Analyst Technician at Toshiba Equipment Phils.

March 2024 – June 2024

- Perform investigations of the media.
- Detailed data collection, analyse, and recommendation.

Key responsibilities

- Teardown the media drive, capture, collect sample of a foreign material, finds in the area.
- Analyse and create reports from the collected data from the samples.
- Recommend solution, keep data for reference and follow company standard policy.

Achievements

- Accurate and reliable reports.
- Early detection of errors or incoming phenomenon.
- Meet the quality standard of reports.

Interests

- Create Web and graphic design.
- Travelling in different places and visit nature.
- Music and Movies.
- Culture and history.

References

Available upon request