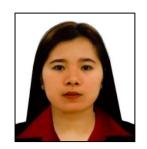
MARIECHAR REPOSAS BRAVO

4659 Arellano Street, Palanan, Makati City 1235

Contact No.: 0962-480-9821

Email: mariecharbravo@gmail.com



OBJECTIVE

I am eager to contribute to a company that values continuous learning and development, allowing me to grow while applying my existing knowledge. I seek an organization renowned for enhancing its employees' technical skills and fostering a culture of improvement.

PERSONAL INFORMATION

• **Date of Birth:** December 27, 1994

• Place of Birth: Agliam, San Manuel, Isabela

• Age: 29

• Civil Status: Single • Citizenship: Filipino

• **Gender:** Female

• **Religion:** Iglesia Ni Cristo

• Languages: English, Tagalog, Ilocano

EDUCATIONAL BACKGROUND

Tertiary Education Isabela State University, Roxas Campus

Bachelor of Science in Agri-Business (Undergraduate)

2012 - 2013

Secondary Education Dr. Arcadio C. Santos National High School San Martin De Porres, Parañaque City 2010 - 2012

Sandiat National High School

Sandiat East, San Manuel, Isabela 2007 - 2009

Elementary Education Caraniogan Elementary School

Caraniogan, San Manuel, Isabela 2006 - 2007

SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint, Publisher)
- Familiarity with SAP Ariba, ORACLE, and SimpliRFP
- Excellent written and verbal communication
- Strong time management and organizational abilities
- Creative design skills for promotional materials

PROFESSIONAL EXPERIENCE

Hydrauking Industrial Corporation Sales and Marketing Assistant

March 2014 - Present

- Organized and managed email communications, responding promptly to inquiries and flagging important messages to ensure effective communication flow.
- Conducted research on product inquiries, providing timely and accurate responses to clients, enhancing customer satisfaction.
- Prepared and followed up on quotations, invoices, and delivery receipts, ensuring timely processing and documentation.
- Gathered data and created detailed reports as per client requests, contributing to informed decision-making.
- Monitored payment statuses and managed accounts using SAP Ariba, ORACLE, and SimpliRFP systems.
- Scheduled appointments, managed calendars, and coordinated travel arrangements for the sales team.
- Designed promotional materials, including calling cards and advertisements, to effectively promote company offerings.
- Experience in accounts payable and receivable, voucher preparation, and document management.
 - **Replenishment:** Encoded and printed budget details with accuracy in supplier information and accounting entries.
 - **Voucher Preparation:** Created check vouchers for utilities, supplier payments, and employee benefits.
 - **Attendance Tracking:** Monitored daily time cards for payroll and 13th month calculations.
 - Collections: Collected payments from clients and issued official receipts.

- **BIR Form 2307 Preparation:** Prepared expanded withholding tax forms for suppliers.
- **Accounts Receivable:** Summarized and updated invoices and aging reports monthly.
- Accounts Payable: Managed operational expenses and tracked company bills.

Topway Supermarket

Cashier

May 2013 - August 2013

• Managed cash transactions and provided exceptional customer service, enhancing the customer shopping experience.

CERTIFICATES

- **BOSH S02** (40 Hours Basic Occupational Safety & Health Training [with 2 Hours Training of Trainer (TOT)] October 31, 2024
- PDCA Method Fundamental Course August 7, 2024
- Lean Six Sigma White Belt Certification April 23, 2024
- **Data Entry** August 2, 2024
- Facebook Advertising August 2, 2024
- Social Media Management August 2, 2024
- **Graphics Design** August 2, 2024
- ENERPAC Sales Training 2020-2023
- Korean Language and Culture Tutorial November 18, 2018

CHARACTER REFERENCES

Jennifer S. Advincula

Sales & Marketing Manager Hydrauking Industrial Corporation 0919-375-5545

Engr. Justine C. Quitilen

QS Engineer – Island Cove Project Monolith Construction & Development Corp. 0927-186-5789 Ray Anthony Sia
Purchasing Officer
Oceanic Container Lines, Inc.
0995-905-5129

I hereby certify that the information provided is true and complete to the best of my knowledge.