

**MARIECHAR REPOSAS BRAVO**

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**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.

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**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
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**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

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## **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
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## **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.

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### **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

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### **CHARACTER REFERENCES**

#### **Jennifer S. Advincula**

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

#### **Ray Anthony Sia**

Purchasing Officer  
Oceanic Container Lines, Inc.  
0995-905-5129

#### **Engr. Justine C. Quitlen**

QS Engineer – Island Cove Project  
Monolith Construction & Development Corp.  
0927-186-5789

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