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| B7L4 BELEN EXECUTIVE HOMES,  DAMILAG MANOLO FORTICH BUKIDNON  PHONE: 09051657367  EMAIL: [burdeosrq@gmail.com](mailto:burdeosrq@gmail.com) |  |

**RYAN QUIJOTE BURDEOS**

**WORK EXPERIENCE**

**Plantation Storeroom Materials Requirements Planning Analyst**

* + Del Monte Philippines, Incorporated (January 2012-Present)
  + Responsible for achieving high service level and initiates order with minimum materials inventory. Maintaining stock availability in coordination with the Purchasing department

**Phillips Memorial Hospital Storeroom Reconciler**

* + Del Monte Philippines, Incorporated (July 2014-Present)
  + Responsible for planning and implementing cycle count procedures of materials. And reconcile inventory variances by reviewing stock movement transactions.

**Good Issue Processor**

* + Del Monte Philippines, Incorporated (June 2012- January 2014)
  + Responsible for checking the validity and the correctness of entries of end users requisition and maintaining complete record of documents.

**Good Receipt Processor**

* + Del Monte Philippines, Incorporated (June 2012- September 2013)
  + Responsible for checking the validity and the correctness of entries of vendors receipt and maintaining complete record of documents.

**Call Center Agent**

* + DMPI Employees Agrarian Reform Beneficiaries Cooperative (Mar. 2011- Dec.2012)
  + Handling Out Bound Calls (Online Directory, Merchant Cash Advance)

**On-the-Job Training**

* + Del Monte Philippines, Incorporated **(** October 2007- March 2008)
  + Assigned at Bugo (Management Information System- Technical Support)

**MISCELLANEOUS**

* Knowledgeable in Systems, Applications and Products (SAP)
* Knowledgeable in Microsoft Application (Excel, Word, Power Point, Access)
* Knowledgeable in Programming (C, C++, Visual Basic Java)
* Knowledgeable in Operating System (Windows, Linux)
* Knowledgeable in Database System
* Knowledgeable in Networking
* Knowledgeable in PC Trouble Shooting

**EDUCATION**

June 2004-March 2008 Mindanao University of Science and Technology

Bachelor of Science in Information Technology Cagayan de Oro City

Graduated

June 1996-March 2000 Alae National High School

Graduated Third Honorable Mention Alae, Manolo Fortich Bukidnon

Consistent Honor Student

June 1989-March 1996 Our Lady of Lourdes Elem. School

Consistent Honor Student Phillips, Manolo Fortich Bukidnon

**CLUBS/ORGANIZATIONS**

June 2004-March 2008 Mindanao University of Science and Technology

Member , ICTS Cagayan de Oro City

June 2004-March 2008 Mindanao University of Science and Technology

Member , SCIIT Cagayan de Oro City

June 1998-March 2000 Alae National High School

Member, Glee Club Alae, Manolo Fortich, Bukidnon

**SEMINARS ATTENDED**

October 5, 2006 Mindanao University of Science and Technology

Seminars on Ruby Programming Language Cagayan de Oro City

March 1, 2008 PhilTown Hotel

Seminars on Homed Based Work, Multimedia Cagayan de Oro City

Web Application and Job Preparation

March 15,2008 Mindanao University of Science and Technology Seminars on Networking Security, Cagayan de Oro City

WiMax for BroadBand Wireless Access

and Mechatronics