



# Vincenzo Angelo Encarguez



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Escalante City, Negros Occidental, Philippines 6100

## SKILLS

### Business Skills

- Inventory Management
- Product Management
- Human Resource Management
- Marketing Management

### Technical Skills

- HTML
- CSS
- Bootstrap
- Javascript
- Firebase Database
- React JS
- MS Office

## EDUCATION

2019

University of Saint LaSalle |  
Bacolod City

Bachelor of Business  
Administration: Marketing  
Management

- [\[Degree\]](#) Graduate

2015

Alternative Learning School  
| Escalante City

GCSEs

Graduated secondary school at  
this school

Mission Hills High School |  
San Marcos, California  
GCSEs

## SUMMARY

Results-driven professional business manager with 4 years of experience in management. My role focused on ensuring the smooth operation of every aspect of the business, from stock reception to product sales. I believe I can be a valuable asset to your company by offering my expertise in management and sales. I am actively seeking any available remote positions and am committed to delivering the highest quality service to my employers.

## EXPERIENCE

04/2019 - Current

### General Manager

Annejuns Corporation | Escalante City

- Managed and recruited employees, providing guidance and support to ensure optimal performance and productivity.
- Streamlined inventory management processes, optimizing stock levels to minimize waste and ensure adequate supply.
- Responded to employee inquiries and concerns, providing prompt and effective solutions to maintain a productive and harmonious workplace environment.
- Grew business by creatively driving sales and maintaining cost controls.

## WORKSTATION COMPUTER

- Ryzen 7 5700x
- RTX 3060
- 16 gb 3200 mhz
- 400 Mbps Ethernet

## ADDITIONAL INFORMATION

- 26 years old
- I do not have a Filipino accent when speaking English; however, I do have a slight American accent.
- I study programming in my free time to enhance my skills.
- I can be good at any software you want me to use.

## LANGUAGES

Bisaya: First Language

English: C2

Proficient

Hiligaynon: B2

Upper Intermediate

Tagalog: B2

Upper Intermediate