

JEXTER E. AGUILUZ
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EDUCATIONAL BACKGROUND

TERTIARY

Computer Science in Information Technology
ASEAN COLLEGE OF SCIENCE AND TECHNOLOGY 2000

SECONDARY

Collegio de Calumpit (formerly Calumpit Institute) Calumpit
Bulacan 1993

WORK EXPERIENCES

Positioned: CHIMNEYSPLUS INC.
Company: Warehouse Manager
Address: 65 Moncure Pittsboro Rd., Moncure NC 27559
Date: Jan 2019 up to Present

Work Description:

- Supply Chain coordinator
- Ordering Materials for Chimneys and Gutter Works
- Staging materials everyday for the scheduled jobs
- Responsible for maintaining vehicles condition
- Warehouse Inventory
- Knowledge in Kanban

Positioned: Account Executive
Company: Queens Plumbing Supply
Address: Queens, New York
Date: Apr 2016 up to June 2016

Work Description:

- responsible for account receivable and payable
- creating daily sales report
- filing
- Cash reimbursement report
- Daily Sales Report
- Cash and Check Deposit
- Invoice preparation
- Cashier
- Updating Customer records
- Preparing Statement of Account

SPECIAL SKILLS

- MS office Application (word, Excel, PowerPoint, Publisher, Photoshop)
- Email Management, Schedule Management using google Calendar
- Internet Research, Basic Amazon Web Services.
- Basic HTML and CSS
- Basic Adobe Photoshop, Corel Draw and Paint.