

John Rickson V. Mendoza

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23 San Pioquinto, Malvar, Batangas, Philippines

WORK EXPERIENCE

Dairy Farmer(Trainee)

Aug 2022 - Aug 2022

Badaco (Batangas Dairy Cooperative) • Lipa City, Batangas, Philippines

- Milk over 20 to 30 cow and tend calves including bottle feeding, stall cleaning, water and grain.
- I was on site about 12hrs or more of the day, to which I was able to remember and understand the behavior of certain cows, and certain way to handle
- Feeding and milking cows, Cleaning the cows ban after milking
- Milk 20 to 30 registered cow on a daily basis, performed herd checks, repaired fences, clean animal pens, Fed and maintained calves.

Administrative Aide VI(Clerk IV)

Oct 2019 - Present

BATANGAS III DISTRICT ENGINEERING OFFICE (DPWH) • Tanauan City, Batangas, Philippines

- File and encode document
- Prepare Contract and Notice to Proceed(NTP)
- Assisting in billing preparation and processing.

Document Encoder

May 2018 - Oct 2019

Local Government Unit(LGU)- Municipal of Malvar • Malvar, Batangas, Philippines

- Served as encoder in Malvar RHU
- Served as encoder in Comelec Malvar
- File and encode document

Liaison Officer

Oct 2017 - Feb 2018

Solar Philippines Module Mfg. Corp • Sto. Tomas City, Batangas, Philippines

- Process documents to Department of energy, Board of Investor and other documents.
- Messenger, File documents.
- Assisted in monitoring and maintaining routine aspects of the order cycle.
- Coordinated and represented the company during Small Business Compliance Reviews.
- Served as company liaison to promote business relations with clients and potential vendors.
- Completes reports in a clear, precise, and professional manner

Logistic Clerk

Jun 2016 - May 2017

Eaton Industries Philippines LLC • Tanauan City, Batangas, Philippines

- Transact local sales and supplier.
- Process document thru PEZA and BOC.
- Process residual waste and scrap Disposal.
- Assisted shipping and receiving operations.
- Procure materials needed for efficient movement of goods inside and outside warehouse.

- Oversaw inventory counts and resolved discrepancies.
- Documented personnel issues and collaborated with department head on resolutions
- Managed compliance programs.

Document Assistant

May 2014 - Apr 2015

NEP Logistics • Sto. Tomas City, Batangas, Philippines

- Facilitates and receiving raw materials.
- File and encode document.
- Handle material control, ensure office supply, packaging materials will not run out.
- Responsible for receiving incoming shipments of inventory
- Assisted with and sometimes led daily operations to ensure requested inventory
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Coordinate efforts between manufacturers, distributors, and sellers. Communicate with all parties to respond to their needs and optimize satisfaction.
- Reconciled physical inventories with computer counts

Document Assistant

Jan 2014 - May 2014

LIMA Logistics Corporation • Malvar, Batangas, Philippines

- Process document thru PEZA and BOC.
- Performed inventory controls to increase efficiency and customer satisfaction
- Responsible for receiving incoming shipments of inventory.
- Organized inventory to fit into warehouse efficiently
- Engaged in receiving and maintaining stock records in warehouse
- Monitored supplier activities to ensure timely deliveries of products
- Reconciled physical inventories with computer counts
- Assisted with general logistical functions

EDUCATION

Bachelor of Science in Information technology

Oct 2010 - Apr 2013

Lyceum of the Philippine University • Batangas City, Philippines

SKILLS

- Computer proficiency.
- Communication skills.
- Problem-solving abilities.
- Can maintain a professional attitude with peers, co-worker and client at all time.