

# JUVILYN CAPITULO SANCULA

**Address:** Blk. 67 Lot 31 Brgy. Cristo Rey, Capas Tarlac  
Tarlac, Philippines

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Highly efficient, accurate and organized employee successful at supporting operations through effective administrative expertise, and strong attention to detail. Proficient Spreadsheets and MS Software's and versed in accurately managing documentation.

## Work History

May 2022 – Present

### **IMPORT-EXPORT (IMPEX) Staff**

Nanox Philippines, Incorporated (Clark field, Pampanga, Philippines)

- Shipping out cargoes from local areas and other countries.
- Managed system support of billing date.
- Checking & validation of export freight billing invoices from forwarders.

Dec 2021- June 2022

### **Merchandising Assistant**

Luenthai Philippines (Pampanga, Philippines)

- Transaction with supplier
- Doing Purchase Order
- Assisting Merch to take a picture of sample product then send to our customers.

## Education

Aug 2016- June 2020 -

### **Bachelor of Science in Business Administration**

Major in Marketing Management

Tarlac State University

San Vicente Tarlac, Philippines

June 2011- Mar 2014 -

### **High School Diploma**

Cristo Rey High School

Cristo Rey, Capas Tarlac, Philippines

June 2006- Mar 2011 -

### **Elementary Diploma**

Cristo Rey East, Elementary School

Cristo Rey, Capas Tarlac Philippines



## Skills

- Operational Efficiency
  - MS Software Expertise
  - Detailed Oriented
  - Procurement
  - Documentation Skills
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## Seminars, Trainings & Workshop Attended

### Quality Management System Training

Nanox Phils., Inc  
October 2023

### Problem Solving and Decision Making

Nanox Phils., Inc  
February 2024

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## Character Reference

### Aaron Paul Dizon

Logistics Officer - Nanox Philippines Inc  
Clarkfield, Pampanga, Philippines, 2023  
Telephone No. 045-598-5663 loc. 2708

### Teresa D. Sinio

Head Teacher  
Cristo Rey High School  
Tarlac, Philippines  
Telephone No. 0930551-6617

  
Juvilyn C. Suncula  
Applicant