



SHARON B. DELA CRUZ

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Educational Background :

- Primary** : **Maginao Elementary School**
Cruz na Daan, San Rafael Bulacan
1990 – 1996
- Secondary** : **Maginao Cruz na Daan High School**
Cruz na Daan, San Rafael Bulacan
1996 – 2000
- Collegiate** : **Baliuag University**
Bachelor of Science Business Administration
Major in Banking and Finance
2000 – 2004

WORKING EXPERIENCE :

<u>COMPANY</u>	<u>POSITION</u>	<u>INCLUSIVE DATE</u>
1. Philippines Nation Construction Corporation (PNCC)	Toll Teller	October 04-February 05
2. East West Seed Co. Inc	Encoder	June 05-August 05
3. Blue Corner (BCNY)	Sales Officer	January 06- April 2006

4. Asiapro Cooperative
(Client: East West Seed Co., Inc.)

Production Asst

April 06-December 10

5. East West Seed Co Inc.

Finance Administrative Asst February 2011 to
December 2013

Department Coordinator January 2014 to
April 2017

Group Coordinator May 2017 to
June 2021

FS/SS Supervisor July 2021 to
Present

Main activities and responsibilities :

- Plan the production of seed
- Coordinate to the producer
- Set target and contracts in system
- Monthly monitoring of ongoing production in field
- Monthly yield update in system
- Monthly monitoring seed inventory and quality result
- Receiving of Seed
- Coordinate to Quality Assurance for quality tests.
- Preparation of documents for cleaning of seeds and completion in system
- Seed request- Facilitate in allocation and releasing of request local and foreign
- Prepare documents for the released of request delivery note , checklist
- Prepare export documents
- Coordinate shipment (local and foreign)
- Monitoring the seed shipment (import and export)
- Assisting in expediting, classifying, recording, indexing, up keeping, retrieving of various documents
- Facilitate of Human Resource related documents
- Cash Advance and Liquidation – Facilitate request sending to approving parties, recording the liquidation and turnover to Accounting.

- Freight and hauling- Facilitate of sending material inputs to Farm, checking the item prior to loading.
- Facilitate ISO related documents.

AND SEMINARS ATTENDED:

- 1) East West Seed Company Inc. - Service Plus (Customer Service)
Development Dimensions International
August 29, 2007
- 2) Asiapro Cooperative - Revisiting, Vision, Mission & Values Program
October 06, 2007
- 3) Asiapro Cooperative - Team Building Workshop
August 12, 2008
- 4) East West Seed Co. Inc - 7 Habits of Highly Effective People
Introductory Workshop for Associates
December 14, 2011
- 5) East West Seed Co. Inc - Fire Safety Seminar & Earthquake Orientation
August 05, 2011
- 6) East West Seed Co. Inc - SS/QA Teambuilding Program
May 23-24, 2013
- 7) East West Seed Co. Inc - Ideation Workshop
July 24, 2014
- 8) East West Seed Co. Inc - ABANTE

TRAINING ABROAD :

- East West Seed Company Limited - Production Planning
June 09 to July 07, 2017
Thailand
- East West Seed Company Limited - Production Plan
June 4 to June 17, 2018
Thailand
- East West Seed Company - Production Plan
June 19 to June 22, 2018
India
- East West Seed Company - Presentation Skills
May 23, May 24 , June 2-3, 2022
- East West Seed Company - Leading teams for Supervisor
July 2022 12 and Jul 22, 2022

Membership:

Audit member of 5's Practice of Good Housekeeping
Record Custodian of ISO Documents
Agro Business System Champion

Knowledge & Skills / Competencies

- MS Office such as Excel , Word , PowerPoint
- Google Sheet, Google Documents and slides
- Operate of Copier Machine, Fax Machine, Scanner
- Learned Ability – initiative, resourcefulness, stress tolerance, decision-making, planning & organizing, networking
- Knowledge in basic accounting, management strategies, inventory management, root cause analysis
- Collection of characteristics that enables us to be successful in interactions with others at work and achieve outstanding performance

Personal Data :

Birth Date	: August 20,1983
Age	: 39
Height	: 5'2"
Weight	: 56.3 kgs.
Religion	: Roman Catholic
Nationality	: Filipino
Civil Status	: Married with 2 children
Husband's Name	: Ariel S. Dela Cruz
Languages	: English,Tagalog

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Sharon Batzar-DelaCruz

Applicant