

GODOY, IAN FELICES

BGY. KAN-IPA BAYBAY CITY LEYTE

Contact Number: 09514644689

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PERSONAL INFORMATION

Birth Date : June 25, 1997

Birthplace : Cebu City

Religion : Roman Catholic

Age : 25 years old

Sex : Male

Weight : 65kg

Height : 168 cm

Nationality : Filipino

Civil Status : Single

Languages : Cebuano, Filipino, English

EDUCATION

2013-2017

BS in Agribusiness

Visayas State University

Visca Baybay City, Leyte

WORK HISTORY

January 2021 – Current

Administrative Aide III

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

- Receive, encode, record and releases vouchers of supplier, PO/PR from departments, appointments, contracts, and other documents etc.
- Receive and records other documents like, memo circular, notice of meeting, clearance, GSIS, HDMF billing reports, part time, job order, stipend, monthly bills slip, etc.
- Return voucher and payroll with discrepancies and other related works
- Perform other functions as assigned by supervisors.

September 2017 - June 2023 **Conventional Route Salesman**
 Golden Brew Marketing Inc.
 A.S. Fortuna St, Mandaue City, Cebu

- Promoted new products and services to existing customers, driving revenue growth and satisfaction.
- Responded to customer requests for products, services, and company information.
- Followed up with customers after completed sales to assess satisfaction and resolve technical or service concerns.
- Worked flexible hours across night, weekend and holiday shifts
- Developed and maintained courteous and effective working relationships.

SEMINAR/TRAINING

ISO 9001:2015 Awareness/Re-awareness Seminar
 Visayas State Univerity
 August 30-31, 2022

ORGANIC AGRICULTURE PRODUCTION NC II TRAINING
 GOLD FARM/ TESDA
 July 17, 2019 – September 06, 2019

AGRICULTURAL CROPS PRODUCTION NC II TRAINING
 GOLD FARM/ TESDA
 September 9, 2019 – October 30, 2019

SKILLS AND ABILITIES

Computer literate - Microsoft Suite (Word, PowerPoint, Excel)
Interpersonal Skills

REFERENCES

NICK FREDDY R. BELLO

Accountant II

Visayas State University

LOUELLA C. AMPAC

Director of Finance

Visayas State University

