

Mark Christopher A. Perez

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OBJECTIVE

To be involved in a more challenging task within the business setting or environment that would enhance my skills as well as to develop my personality in dealing with other people.

EDUCATION

AMAOED Online Education

Bachelor of Science in Information Technology

2023 - Present

International School of Hotel and Restaurant Management

Ladderized Graduate of Hotel and Restaurant Management

2012

St. Benedict Academy of Cavite

Primary

1993

Emilio Aguinaldo College Manila

Bachelor of Science in Nursing (2nd Year College)

2006

St. Benedict Academy of Cavite

Secondary

2003

EMPLOYMENT HISTORY

DSV Air & Sea Inc.

Parañaque City Manila

Business Support Specialist

June 2020 - September 2023

- Purchased Order Management Process
 - Where the details required in the electronic data capture system are entered. Carefully check the accuracy of the details needed through the packing list, invoice and BL
- Booking Creation of Air, Sea, Rail and Road Freight
 - Making the air, sea and land freight booking process from the client's request received in the email that contains the customer's booking form that has all the details required in the process
- Documents Retrieval
 - Pulling out of documents through SAP system as per client's request for documents need to be edit. Editing of documents like putting a digital stamp, correcting of BL's prices need to be corrected by computing it using the clients own computation formula. And those that still need to be changed and corrected. Also for checking of ETA and ATA in the system
- Email Management
 - Communicating with the customers and clients for confirmation and clarification of details to the documents

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TOOLS PROFICIENCY

- Microsoft Office
- Visual Studio Code
- Go High-Level
- Canva
- Google Workspace
- Capcut
- Adobe
- Basic CMD
- Cargowise One
- CHATGPT

CERTIFICATIONS

- **Welcome to DSV panalpina : DSV Air & Sea Inc.**
July 18, 2021
- **DSV Modern Workplace : DSV Air & Sea Inc.**
July 18, 2021
- **General Virtual Assistance Training : Pro VA**
March 9, 2024
- **Google Sheets - The Complete Google Sheets Course : Udemy**
March 19, 2024
- **Advanced Excel Techniques | Conquer**
- **Excel On A High Level : Udemy**
March 30, 2024
- **Technical Support Fundamentals : Coursera**
March 31, 2024
- **Adobe Premiere Pro Video Editing Basics to Master : Coursera**
April 4, 2024
- **Operating Systems and You – Becoming A Power User : Coursera**
April 24, 2024
- **Go High-Level Webinar : Home-Based Connect**
August 27, 2024

REFERENCES

Ronnie Gilongos

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Team Supervisor

Parañaque City

Maria Cathryna Sabeniano

DSV Air & Sea Inc.

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Business Support Specialist

Parañaque City

Allan Jay Adolfo

Philippine Statistics Authority

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Statistical Coordination Officer III

Quezon City