

# Erickson P. Hernandez

133 Otero Avenue Mabayan, Olongapo City, Philippines 2200

**Landline:** +63.47.222.3320

**Mobile:** +63.906.342.6235

**Email:** [erickimsc@yahoo.com](mailto:erickimsc@yahoo.com)



## Objective

To be a part of a company wherein I can practice and enhance my skills. Solid background in financial analysis and marketing, with strong emphasis in telecommunications account management. Experienced in handling international accounts and in presenting results of consortium operations. Skilled in developing and implementing standardized policies and procedures.

## Career History

December, 2005 to Present

**LTW Technology (Subic) International, Inc.**

**Position:** Special Assistant to General Manager

### **Job Description:**

- Under the direction of the General Manager, the above mentioned position directly coordinates all projects involving Sales and Marketing ensuring rapid response and high satisfaction levels.

### **Essential Duties and Responsibilities:**

- Coordinates inter-departmental projects specifically in Sales and Marketing Department.
- Acts as the representative for the General Manager during meetings when the General Manager is out of the office during factory visits.
- Keeps track of the company sales turnover and prepares monthly reports for management analysis.
- Performs such other duties and responsibilities as directed.

March, 2005 to December, 2005

**LTW Technology (Subic) International, Inc.**

**Position:** Sales Executive

**Job Description:**

- Oversee & manage customer accounts in line with sales dept. policies, rules, regulations, terms & conditions
- Reach sales quarterly target & minimum profit margin
- Take necessary actions to meet quarterly sales target.

**Essential Duties and Responsibilities:**

- Is responsible for meeting team quarterly sales target
- Responsible for the full implementation of sales department policies, rules, regulation, terms & conditions
- Responsible for securing and the availability of all sensitive data and information about customers to management
- Responsible for sharing and informing each sales team leader about inquiries for new products, project, development and customers feedback & comments.
- Perform such other duties and responsibilities as directed.

September, 2003 – December 2003

**INTEX MARKETING & SALES CORP.**

**Position:** Sales Executive (Seadoo™, Bombardier® and Piaggio™)

**Job Description:**

- Promoting and selling marine and off road recreational vehicles, luxury scooters, parts and accessories while meeting the company sales target.

**Essential Duties and Responsibilities:**

- Promote the company products via trade shows and field sales.
- Knowledge in mechanical properties of jet skies, speedboats', power boats and yachts.
- Knowledge in mechanical properties of all terrain vehicles™ and luxury scooters.
- Performs such other duties and responsibilities as directed.

March 2003 – September 2003

**INTEX MARKETING & SALES CORP.**

**Position:** Accountant

**Job Description:**

- Keep records of all branch transactions including sales and deliveries.

**Essential Duties and Responsibilities:**

- Prepares invoices and delivery receipts and receiving reports of all transactions.
- Keeps inventories of all products, parts, tools and accessories.
- Perform sales and marketing functions.
- Prepares subsidiary sales and receipts.
- Maintains petty cash funds and replenishments.
- Performs such other duties and responsibilities as directed.

June 2002 – March 2003

**HS-Tek Philippines Inc.**

**Position:** Production and Machine Technician

**Job Description:**

- As production and machine technician, it is my responsibility to ensure smooth operation for the section's production and output.

**Essential Duties and Responsibilities:**

- Prepares daily production schedules in order to meet the daily output requirements.
- Establish production process for efficiency and output.
- Meet the daily output with minimal product defects.
- Conduct minor repairs and maintenance on the machines and equipments.
- Keep track of component inventories and ensure smooth receiving and turn-over to other departments.
- Perform such other duties and responsibilities as directed.

February 1999 – June 1999

**RCM Manufacturing Inc.**

**Position:** Cost Accountant Reliever

**Job Description:**

- As cost accountant reliever, the position requires essential knowledge in cost accounting, audit and production process. The position also requires preparation of accurate and concise reports for the management.

**Essential Duties and Responsibilities:**

- Filing and bookkeeping.
- Preparation of weekly cash position report.
- Preparation of monthly financial statements.
- Preparation of monthly remittances to sundry creditors.
- Monthly internal inventory audit.
- Preparation of monthly bank reconciliation.
- Preparation of monthly sales report.
- Perform such other duties and responsibilities as directed.

June 1996 – February 1999

**Garcia's Bookkeeping and Business Agency**

**Position:** Bookkeeping Clerk

**Job Description:**

- As a bookkeeping clerk, my primary function is to act in behalf of the clients on maintaining their respective books of accounts. The position also requires to transact with various government agencies in behalf of the client with various government agencies (Taxes and Licenses).

**Essential Duties and Responsibilities:**

- Filing and bookkeeping.
- Preparation of monthly tax returns.
- Preparation of annual financial statements.
- Processing of tax returns, business permits and licenses.
- Performs such other duties and responsibilities as directed.

## **Educational Background**

October, 2003

### **Bachelor of Science in Accountancy**

Columban College

Olongapo City, Philippines

## **Affiliations**

### **Columbanite**

Assistant Managing Editor

### **Junior Philippines Institute of Accountants (JPIA)**

Member

### **Varsity Team**

Columban College, Blue Dolphins Soccer Team

## **Skills**

- Photoshop™ design
- AutoCAD™

## **Character Reference**

- Mrs. Carlota Aquino – Director  
Student Affairs – Columban College  
**Tel. Nos. :** + 63 47 222 3329  
+ 63 47 224 1581 to 82
- Ms. Jessa Ladrangan  
HRD – LTW Technology (Subic) Int'l. Inc.  
**Tel. Nos. :** + 63 47 252 3141

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



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ERICKSON P. HERNANDEZ