



# LEVY JEAN V. TUMULAC

REGISTERED MASTER PLUMBER

- +639956673884
- tumulaclevyjean@gmail.com
- Lupon, Davao Oriental

## SKILLS

- Critical thinking
- Effective communication
- Microsoft Offices
- AutoCAD literate
- Sketch-Up
- Graphics Design
- Photography

## EDUCATION

### DAVAO ORIENTAL STATE UNIVERSITY

- Bachelor of Science in Civil Engineering

2018 - 2022

## REFERENCE

### JAMESTON J. ALCONES

Fleximetal Inc.  
General Manager-Davao  
+639164881574

### HONEY PANGRAMUYEN

Account Specialist  
Connex Global Solutions  
+639752088343

## OBJECTIVE

As a dedicated and compassionate Master Plumber professional with a degree in Civil Engineering, I bring a wealth of knowledge and experience to the manufacturing field. With a strong educational background in the industry and hands-on experience in various settings, I am well-equipped to provide exceptional administration and operational role.

## WORK EXPERIENCE

### SALES COORDINATOR/INVENTORY ASST. AT FLEXIMETAL INC. MAY 2023-NOVEMBER 2023

- Coordinating training and scheduling for sales staff
- Assigning areas and quotas to company sales staff
- Entering order information into the company database
- Analyzing customer shopping data to optimize sales efforts and better identify potential customers.

### ACCOUNTING/INVENTORY ASST. AT FLEXIMETAL INC. NOVEMBER 2023-DECEMBER 2024

- Assisting with tax filings, accounts receivables, accounts payables, and payroll processing.
- Ensures that all billings are received by clients in a timely and proper manner.
- Monitors the aging of clients' transactions. Determines accounts with accumulating overdue and take the necessary steps to collect dues immediately. and maintains an accurate and up-to-date record of open accounts of clients. Identifies the reason for credit hold and justification for credit lift.
- Ensuring that all necessary follow-ups and coordination with client and other departments in the company has been done to resolve collection issues (wrong billing, no PO, wrong discount, long overdue transactions, lost invoice, and the like.