

CATHERINE ENRIQUEZ

ENTRY-LEVEL VIRTUAL ASSISTANT

📍 Pinagbayanan, San Juan, Batangas

☎ +639 917 360 881

✉ iamryntach11@gmail.com



CAREER OVERVIEW

Motivated and detail-oriented entry-level professional eager to apply strong communication, organizational, and problem-solving skills while gaining hands-on experience and contributing to the success of the company.

EDUCATION

Diploma in Hotel and
Restaurant Management
Batangas eastern Colleges | 2017

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

REFERENCE

Rubie Jillian Langga
Team Leader | Epson
+639851086771

EXPERIENCE

Purchasing Associate

J-Link Electrical and Industrial Trading
April- Present

Manages procurement activities by coordinating with suppliers, processing purchase orders, negotiating quotations and ensuring timely delivery of quality materials and supplies.

AUDITOR

EPPI
August 2021-June 2024

Reviews internal controls and procedures, verifies and ensures compliance, identifies risks and process improvements, and prepares audit reports and recommendations.
