**CURRICULUM VITAE**

Name : ARJAY M. PAÑA

**OBJECTIVE**

To have a position in a results-oriented company that seeks determined and career concious person, where education and trainings will be utilized toward continued growth and advancement of skills and experience.

**WORKING EXPERIENCES**

* **Administrative Aide I**

Office of the City Auditor (May 2012-August 2016)

* **Printer & Computer Troubleshooter**

(City Government of Kidapawan)

* **Merchandiser**

NESTLE (Kidapawan City, Philippines)

* **Salesman**

BENCH (Kidapawan City, Philippines)

* **Waiter**

Penongs Seafoods and Grill (Kidapawan City, Philippines)

**JOB DESCRIPTION**

* **Administrative Aide I**
* Checked Report of Collections and Deposits of Kidapawan City as againts Official Receipts and Deposits Slip.
* Post Audit the completeness of supporting documents for every completed transactions.
* Maintained Office Equipments such as Printers, Computer Dekstop and Laptops.
* Encoded Data Reports to Microsoft Office Word, MS Excel, and MS Powerpoint.
* **Merchandiser**
* Process and follow up on all orders as necessary.
* Maintain store sets, testers, merchandising unit, displays, product literature as warranted.
* **Salesman**
* Serves Customer by selling product, meeting customer needs.
* Keeps management informed by submitting activity and results reports, such as daily call reports.
* **Waiter**
* Write patrons food order slips, memorized orders or enter orders into computers for transmittal to kitchen staff.
* Check with Customers to ensure that they enjoying their meals and take action to correct any problems.

**ACADEMIC QUALIFICATION**

2001-2007 : High School Level from Kidapawan City National High School.

2008-2010 : College Level (Associate in Computer Technology) from Notre Dame of Kidapawan College.

2011-2012 : College Level (Bachelor of Science and Information Technology) from Notre Dame of Kidapawan College.

**PERSONAL DATA**

Age : 28

Gender : Male

Marital Status : Single

Nationality : Filipino

Date of Birth : December 14, 1987

Religion : Roman Catholic

Languages Known : English, Tagalog

**Job Seeker First Name / CV No: 1835760**

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