**CURRICULUM VITAE**

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**JERREMY**

**Email Address:** [jerremy.328440@2freemail.com](mailto:jerremy.328440@2freemail.com)

**Birth Date:** June 04, 1988

**Status:** Married

**CAREER OBJECTIVE**

To pursue a highly rewarding career, seeking for a challenging job and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**WORK EXPERIENCE**

**DISPATCHER (SALES)**

Arayat Concrete Sand Inc.

Brgy, Manuali, Porac, Pampanga, Philippines

September 29, 2008 – December 21, 2016

**Summary**

In charged in releasing finished product to be delivered to sister companies and other commercial clients.

* Receives daily schedule/requirements of sister companies and other clients.
* Encodes finished product dispatched in preparation of daily reports.
* Monitors plant operational hour for plant operational rate.
* In charged in releasing delivery receipt using filing system.
* Report sales and truck load dispatched to marketing personnel.
* Supervised plant operation in absence of plant supervisor.
* Handles cash.
* Assist/entertain walk in clients.

**EDUCATIONAL ATTAINMENT**

**APRIL 2008**  **Information Technology**

Major in Computer Programming

CLSU-Computer Training Center Foundation

Science City of Munoz, Philippines

**SKILLS**

* Computer Literate (excellent in MS Excel, MS Word, MS PowerPoint, Programming, Internet)
* Can work in multi-tasking environment
* Great technical skills
* Problem solving and good decision making
* Negotiate and persuasive
* Works confidently within a group
* Flexible and initiative