**CURRICULUM VITAÉ**

**BRYNNER**

**BRYNNER.331742@2freemail.com**

**WORK EXPERIENCE**

***Shift-In-Charge / Store Supervisor***

June 18, 2016to Present

Zoom Market – Franchisee

Koohinoor Mini Mart LLC

City Tower 2, Sheik Zayed Road, Dubai, UAE

*Job Description*: a. Overall in-charge of the store for the Graveyard (GY) shift.

b. Managing the task and performance of the staff.

 c. Checking the stocks and performance of Grab N Go section of the store since the store doesn’t have an in-charge for the said section.

 d. End-of-day sales closing, tracking sales, and entering invoices on a daily basis.

 e. Assistant to the store manager in managing the store.

 f. Making schedules for the week of all staffs and have it finalized by the store manager.

 f. Management functions

***Customer Sales Assistant***

December 11, 2015to June 17, 2016

Zoom Market – Franchisee

Koohinoor Mini Mart LLC

Al Shafar Tower 2, Tecom, Dubai, UAE

*Job Description*: a. Merchandising, Cashier, and Overall In-charge of ordering stocks for the store.

b. Keeping the store clean at all times

 c. Store In-charge if the Store Manager is off or not around.

 d. Entering Invoices such as Credit and Return Invoices

 e. Shelf labelling of all products in the store through the Zoom Market centralized system

 f. Checking and Auditing the sales for the day of the 2 (two) POS machines (cash register)

 g. Depositing money to the collecting agency on a daily basis

***Internet Café Attendant***

March 1, 2015 to Present

Bits N Bytes Net Café Branch 1 and 2

MaipleBldg, Malaybalay City, Bukidnon

*Job Description*: Supervising and maintenance for the two (2) internet cafes that my Aunt owns.

***Administrative Aide I***

July 11, 2011 toFebruary 27, 2015

City Budget Office - City Government of Malaybalay

City Hall Compound, Barangay I, Malaybalay City

*Job Description*: Data entry reports for the Statement of Allotments, Appropriation, Obligations, and Balances and; Statement of Expenditure of all City Government Offices

***Computer Technician and Supervisor***

February 2010 to July 2011

Sealord Net Café, Inc. – Malaybalay City Branch II

Fortich St. Malaybalay City, Bukidnon

*Job Description*: Supervisor for the internet shop and technician of 30 computers

***PCOS (Precinct Count Optical Scanner) Technician***

May 3 to 21, 2010

Smartmatic-TIM Corporation

14thFlr Times Plaza Bldg., United Nations cor. Taft Ave., Ermita Manila

*Job Description*: First level support for PCOS machines during the first automated election in the Philippines.

***Technical Support Representative – Call Center Agent***

March to Novermber, 2009

Sutherland Global Services, Inc.

Luisa Site, Davao City, Philippines

*Job Description*: Technical support for AT&T Uverse Services

***Technical Support Engineer***

July to September, 2007

Link2Support, Inc.

Eastwood City, Libis, Quezon City, Metro Manila, Philippines

*Job Description*: Technical support for Netgear networking products

***Computer Laboratory Assistant***

October to March 2003

Bukidnon State University – Computer Laboratories 1, 2, 3 and 4

Malaybalay City, Bukidnon, Philippines

*Job Description:* Computer Tutorials on students

 Management and Cleaning

**EDUCATION**

**Special Course** : November 2007 to March 2008

Special Course in Swine Production and Management

 Central Mindanao University – Musuan, Maramag, Bukidnon, Philippines

**College** : June 2002 to March 2006

Graduate: **Bachelor of Science in Information Technology**

 Bukidnon State University – Malaybalay City, Bukidnon, Philippines

**VOLUNTEER WORK EXPERIENCE**

**NAMFREL Quick Count**

May 2004 Philippine Presidential Elections

Volunteer Data Encoder of votes for the province of Bukidnon

**COMPUTER SKILLS**

* Proficient in Microsoft Windows Operating System
* Proficient in Microsoft Office Tools, Internet Explorer, Mozilla Firefox
* Web Development using PHP and mySQL
* Computer Software Installation and Hardware Troubleshooting
* Computer Networking Troubleshooting and Configuration

**ELIGIBILITY**

**July 11, 2010**

Civil Service (Professional) Examination Passer

Region X – Cagayan de Oro City, Philippines

**PERSONAL DATA**

**Date of Birth** : December 26, 1984

**Place of Birth** : Malaybalay, Bukidnon, Philippines

**Nationality** : Filipino

**Status** : Single

Languages : English – Fluent, Tagalog/Cebuano – Fluent