## SBR_edited[1]SIR BYRON

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CITIZENSHIP: Filipino

DATE OF BIRTH: April 22, 1977

PLACE OF BIRTH: Cavite City

**WORK EXPERIENCE**

● DEC. 16, 2015 to JAN.. 27, 2016 **Phils TransMaritime Company** ,Makati City

MAKATI CITY , PHILS.

Asst. StoreKeeper

Responsibilities

* Responsible for acquisition and disbursement of supplies
* Responsible for proper storage of supplies and stacking
* Classifying and arranging provisions

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● Sept. 9, 2014 to Dec.. 6, 2015 **CONVERGYS** ,TWO E-COM BLDG. PASAY

PASAY CITY , PHILS.

Technical support rep

Responsibilities

* assist in rectifying cable signal
* Processing changes in account
* Device tutorials

● Nov 15, 2011 to Sept. 4, 2012 **TELEPERFORMANCE** , PASAY

PASAY CITY , PHILS.

Receivables management

Responsibilities

* Bill collections
* Processing changes in account
* Device tutorials
* Payment arrangements

● Oct. 9, 2009 to Dec. 22,2010 **PANNESMA COMPANY LTD.**

Riyadh, Saudi Arabia

Material Controller/ Logistics

Responsibilities

* Acquisition and Requisition of material from Base Depot
* Audit of supplies and filing of supply department documents
* Training of RSAF Servicemen

● March 16,2008 to Sept. 30, 2009 **COHIBA VILLAS**

Boracay, Aklan

Housekeeping

Responsibilities

* Maintenance of room cleanliness
* Replenishment of bathroom supplies
* Making sure that the room is in proper order

● Feb. 10,2004 to Jan. 27,2006 **ISLAND COVE RESORT AND LEISURE PARK**

Binakayan, Kawit, Cavite

Barman / Banquet Waiter

Responsibilities

* Provides quality service to the customers
* Implements discipline and courteousness
* Implements customers satisfaction and food sanitation

● Oct. 16, 2001 to Feb. 16,2002 **AMERICAN POWER CORPORATION**

CEPZA. Rosario Cavite

Production Staff

Responsibilities

* Implements rules and regulations as provided b the company
* Achieve daily quota and provides output report for the day
* Implemented training course for new recruits-speeding profitability

● Nov. 30, 2000 to Jan. 22, 2001 **RJD / ERICSSON TELECOM**

Octagon Bldg., Mandaluyong City

INSTALLER

Responsibilities

* Installation of tower equipments
* Supervision of tower equipments
* In-charge in auditing of equipments/supplies
* Time-keeper

● May 12, 2000 to Oct 29,2000 **AZHIMU JAYA CORP.**

Brunei Darussalam

PRODUCTION STAFF

Responsibilities

* Implements rules and regulations as provided by the company
* Achieve daily quota and provides output report for the day

● Feb. 6, 1998 to Aug. 16,1998 **JOLLIBEE FOOD CORP**.

Cavite City Branch

SERVICE CREW

Responsibilities

* Provides quality service to the customers
* Implements discipline and courteousness
* Implemented customer satisfaction and food sanitation

# SEMINARS AND TRAININGS ATTENDED

June 9-18, 2011 BASIC SAFETY COURSE

Personal Survival Techniques

Fire Prevention and Fire Fighting

Elementary First Aid

Personality Safety and Social Responsibility

Magsaysay Training Center

March 27-30, 2006 BAR STEWARD COURSE

Magsaysay Training Center

Hospitality and Culinary Arts Dept.

March 31, 2006 PERSONALITY ENHANCEMENT TRAINING

Magsaysay Training Center

Hospitality Services and Culinary Arts Dept.

# SPECIAL SKILLS

Computer literate, has knowledge in food and beverage service, first aid and emergency evacuation plan.