**JAYNARD**

**JAYNARD.335023@2freemail.com**

**CAREER OBJECTIVE**

To work in a highly competitive organization that demands experience, education and provides a professional working environment. Willing to learn through new experiences, while also playing a pivotal role in the organization’s development to increase its growth and productivity.

**SKILLS AND QUALITIES**

* Driving
* Computer Literate
* Has self-confidence, disciplined, and able to work with little supervision.
* Work well under pressure as part of a team
* Polite, respectful, and courteous manners
* Responsible, efficient, and flexible
* Ability to work in a fast-paced, intense environment smoothly
* Ability to elicit confidence and build rapport
* Competent and reliable professional, committed to top quality work
* Versatile and multi-skilled person
* Willing to undergo training and seminars.

**WORKING EXPERIENCE**

**Sales Executive**

**Sharaf DG. DCC in IT Department ( MAY 03 2015 up to Present )**

* Merchandizing and checking the availability of stocks and make sure all item have a price tag or placard.
* Promoting IT product to the customers such as laptop, desktop,tablets,routers and all kinds of accessories from IT dept.
* Perform perpetual inventory every month.

**Administration staff**

**Underworld software system (November 2013-january 2015)**

* Company driver con messenger.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* All around runner.

**Visual merchandiser**

**Bench SM Dasmarinas phils.(September 2011-february 2013)**

* Merchandise and maintain various product sets in a company retail environment to enhance the customer experience, increase sales, and maximize inventory turns.
* execute merchandising strategies and ensure product is displayed correctly. also provide product knowledge to the associates.

**Sales associate**

**LG electronics phils. (February 2011-july 2011**)

* product demonstration, promoting the product to the customers to achive sales target.
* In charge of product care and ensure availability of products in the store.

**Palletizer/store keeper**

**Purefoods Hormel,inc.,phils.(December 2008-june 2010)**

* **r**epalleting frozen hotdogs coming from blast cold storage.
* Checking of FIFO of the products from the cold stock room.
* Performs daily inventory frozen products like hotdogs, bacon ect.

**EDUCATIONAL BACKGROUND**

**CAD Operator** 2013

MicroCad Authorized Training Center

Bacoor, Cavite Phil.

**Bartending (Vocational/ Short Course)** 2012

Standard Culinary and Technical Training Center (TESDA Accredited)

Cavite, Philippines

**Secondary School** 2006

Muntinlupa National High School

Muntinlupa City Philippines.

**Primary School** 2000

Tunasan Muntinlupa Elementary School

Tunasan, Muntinlupa Philippines.

**CHARACTER REFERENCES**

 Available upon request.

**DECLARATION**

This is to certify that the above are true and correct to the best of my knowledge and ability. If given chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.