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***Kevin***

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***OBJECTIVE:***

To apply in your company and share my knowledge, experience and commitment. To enhance my knowledge and skills to become an asset to your company.

***EXPERIENCE:***

**Clerk** , October 2013 – November 2016

Municipality of Cauayan Office

Negros Occidental, Philippines

* File and sort documents according to date and alphabetical order
* Creates paper works depending on the supervisors request.
* Entertains inquiries regarding citizens concerns.
* Answers incoming calls regarding inquiries of the citizens

**Data Encoder**, June 2012 – September 2013

JRS Business Corporation.

Macaroy Arcade, Guanzon St. Kabankalan City Negros Occidental

* Encodes data regarding daily sales.
* Creates inventory reports for monthly inspection.
* Cretes credit records for partner companies to be submitted every end of the month.
* Checks status of the packages of every customers during inquiry.

**Jollibee (Fryman)**,August 2011 – May 2012

Upper Ground Floor, Gaisano Kabankalan, National Road corner Tan Lorenzo Street, Kabankalan City, 6100, Negros Occidental, Philippines

* In charge of cooking all foods that are fried.
* Maintains the cleanliness of equipment used for frying.
* Checks the quality of the ingredients before cooking.
* Follow standard processes and procedures in handling food.
* Takes note of number of ingredients left to update inventory
* Ensures the quality of the food is up to standard before serving to customers.

***EDUCATIONAL BACKGROUND:***

HIGHSCHOOL KABANKALAN CATHOLIC COLLEGE

Guanzon Street, Kabankalan City

Negros Occidental

S.Y. 2003-2004

COLLEGE WEST NEGROS UNIVERSITY Bacolod City, Negros Occidental

Bachelor of Science in Nursing

S.Y. 2010-2011

***PERSONAL INFORMATION***

Age: 29 years old

Date of Birth: September 25, 1987

Place of Birth: Kabankalan City

Gender: Male

Height: 5’5”

Weight: 64 kgs

Nationality: Filipino

Visa: Visit Visa