**ARJAY**

**ARJAY.347633@2freemail.com**

**OBJECTIVES:**

To obtain a position that fits my physical and intellectual abilities and where I can be progressive by applying what I have learned in my previous job.

**WORK EXPERIENCE:**

**Position: Owner, Technician, Attendant**

**BUSINESS:** JHAYNET@SHOP

**LOCATION:** Naga City, Philippines

August 2014 to December 2016

**JOB DESCRIPTION:**

* Welcome and greet every customer in a warm and friendly manner & demonstrate excellent customer service at all times.
* To help provide basic computer/internet training & advise.
* To help provide leisure learning opportunities, including gaming.
* To help provide a range of facilities to enable printing, scanning, e-mails.
* To help provide a safe, welcoming, environment – enable users to learn and develop their computer skills.
* Make customers feel valued, welcomed and accepted.
* Be patient with demanding customer.
* Handling all cash transaction of an organization
* Checking daily cash accounts.

**Position: Sales Utility Clerk**

**COMPANY:** SM Homeworld Shopping Corporation

**LOCATION:** Sm Naga City, Philippines

April 2014 to July 2014

**JOBS DESCRIPTION:**

* Set up advertizing displays or arranges merchandise on module to promote sales.
* Obtains merchandise requested by the customer or receives merchandise selected by the costumer.
* To update reports and sales, stocks.
* To promote a good working relationships with all the staff and appropriate personnel.
* Receive record in log using packing list and price all products in accordance with the company procedures.
* To promote latest product offered by the company.
* Insuring the safety of the selling area and develop good business relation with all the clients and customers coming to the store.
* Price check competition regularly revising price sensitive items as needed and insuring proper pricing.
* And performs other related duties as requested by the management.
* To assist customer in their needs and guide of service.
* Place order as necessary to minimize stock outs, maintain desired stock mix and maximize turns.
* Selling product by approaching the costumer in a proper way of selling the price per product.
* To be aware of stocks status at all times in order to maximize sales.

**Position: Production Crew**

**COMPANY**: Jollibee

**LOCATION:** LCC Mall Naga City, Philippines

October 2011 to February 2014

**JOB DESCRIPTION:**

* Calibrated equipment for daily use and reported malfunctions to team leaders, or supervisors.
* Responsible for the success of getting our food processing machines thoroughly cleaned and inspected by FDA maintenance and Quality Assurance when one of our suppliers suffered through a bacterial contamination.
* Worked as part of a team maximizing the per shift production quota of bread products.
* Ensure all equipment is maintained and operated according to established sanitary and housekeeping standards, to highest efficiency necessary.
* Maintained customer satisfaction by distributing food to waiters and waitresses.
* Received food items and ensured appropriate storage.
* Examine products to verify conformance to quality standards.
* Set up, operate, and tend equipment that cooks, mixes, blends, or processes ingredients in the manufacturing of food products, according to formulas or recipes.
* Clean work areas, equipment, utensils, dishes, and silverware.
* Ensuring the best quality is received by the customer through following SOP's for safe production of products.

**SKILLS / QUALIFICATION:**

* Diagnose And Troubleshoot Computer System
* Install Computer System And Networks
* Configure Computer System And Networks
* Decision making, critical thinking
* Tolerant and flexible, adjusts to different situations

**EDUCATIONAL BACKGROUND:**

Information Technology (Undergraduate)

Naga International Technology Center INC.

3rdFloor Romero Bldg.Peñafrancia Ave. Naga City, Philippines

S/Y June 2015

Computer Hardware Servicing (Undergraduate)

Datamex Institute of Computer Technology

Biak na bato,cor PNR raod Tabuco, Naga City, Philippines

S/Y September 2011

**PERSONAL INFORMATION:**

**Nick Name** : Jhay

**Date of Birth** : April 04, 1990

**Gender**  : Male

**Civil Status** : Single

**Nationality** : Filipino

**Religion**  : Roman Catholic

**Visa Status** : Tourist Visa (Until March 5, 2017)

I hereby certify that the above statement are true and correct to the best of my knowledge and belief.

 **ARJAY LABRADOR**

 Applicant