A

****

**ALJON**

**Current Address: Electra Street, Abu Dhabi City, UAE**

**Email Address:** [**aljon.353846@2freemail.com**](mailto:aljon.353846@2freemail.com)

|  |  |
| --- | --- |
| **OBJECTIVE**  Seeking a position for continuous progress on both professional and  Personal fronts. Using my technical skills and efficiency to communicate  my ideas, views and achieving institutional goals with my positive attitude  and performance that will help sustain long-term growth, advancement and profitability for the company.  **CAREER PROFILE**   * Excellent written and verbal communication skills. * Good interpersonal skills * Detailed-oriented, efficient and organized professional with extensive experience in inventory systems * Ability to work independently on assigned tasks as well as accept direction on given assignments * Willing to work under supervision and undergo training to enhance my ability * Basic knowledge in Microsoft applications (Word, PowerPoint, Excel, etc.) * Flexible, highly trustworthy and has the ability to multi-task and work under pressure. * Has an initiative, self-motivated, and shows enthusiasm in the workplace.   **EDUCATIONAL ATTAINMENT**  **Bachelor’s Degree** : **Bachelor of Science in Business Administration (BSBA)**  Major in **Financial Management**  Pampanga Colleges  2018 Macabebe, Pampanga, Philippines      **TRAINING ATTENDED**  **PHILIPPINE NATIONAL BANK**  **November 2011 to May 2012**   * Practicum Trainee * Assisting Clients in Banking transactions   **WORK EXPERIENCES**  **ST. CLARENCE MARKETING**  **Philippines**  **Operations Manager (PROMOTED)**  **May 2015 to October 2016**   * Make monthly inventory warehouse and van * Manage the operation of the company * Prepare purchase order to supplier * Receiving and checking delivery products from supplier * Prepare the product pick list for the booking customer * Issue stock from warehouse to van * Inventory management control   **ST. CLARENCE MARKETING**  **Philippines**  **Office Clerk**  **September 2013 to May 2015**   * Making pick list of the product to be deliver * Issue Sales Invoice * Prepare monthly sales report * Responsible for filling all correspondence and financial documents * Recording using GP (Great Plains) systems * Sales analysis/monitor customer account * Document Controller / Data Encoder   **PAMPANGA’S BEST, Food Production**  **Philippines**  **Production Crew**  **August 2012 to May 2013**   * Making pick list of the product to be in and out of the factory * Issue Sales Invoice * Checking Temperature of the Product | **PERSONAL INFORMATION**  **Date of Birth**: November 7, 1991  **Place of Birth:** 2018Macabebe,  Pampanga, Phil.  **Civil Status:** Single  **Age:** 25 years old  **Gender:** Male Religion: Roman Catholic **Nationality:** Filipino Visa Status: Tourist Visa **PERSONAL SKILLS**   * Computer/Technical Literacy * Knowledge in Driving Vehicle   With Professional Driver’s License   * Exceptional listener * Analytical/Research Skills * Interpersonal Abilities * Flexibility/Adaptability/Managing   Multiple Priorities |

***I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.***

*Applicant’s Name and above Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Ma’am/Sir:

It is a great pleasure that I am seeking to secure any position that may assign to me for vacant position you are hiring for. I believe that using both my personal and professional abilities, combined with my strong interpersonal skills and work ethic would greatly benefit your company/working environment.

Through my educational attainment and experiences, I wish to offer my services to your good office using my appropriate knowledge and abilities to help you sustain your good advocacy to serve people in the community and help long term growth for the company/working environment.

I believe and I promise that my academic skills and hardworking performances, I can also contribute and help effectively to your office and be a valuable employee.

To end, attached herewith is my complete and comprehensive resume.

Thank you for your time and consideration.

Sincerely,