***JAY***

***Gender***  Male

***Date of Birth*** February 04, 1994

***Place of Birth*** Philippines

***Language*** English, Filipino

***Email Address*** [jay.355823@2freemail.com](mailto:jay.355823@2freemail.com)

**Objective:**

To engage myself in a reputable company in the position wherein I can utilize my education, enhance my current knowledge and skills and to have further personal and professional development.

**Work Experience:**

***PHARMACY ASSISTANT/CASHIER Dagupan City, Philippines***

***ST.JOSEPHDRUG June 2016-February 2017***

 Assist customer needs and queries about medicine.

 Dispense medicine with approval of pharmacist

 Received payments by cash, credit cards, vouchers or automatic debits.

 Issue receipts, refunds, credits or change due to customers.

 Process merchandise returns and exchanges.

 Compile and maintain non-monetary reports and records.

 Check respective gondola for out of stocks or critical on inventory and updating price changes.

***INVENTORY CLERK Gen.Trias Cavite, Philippines***

***POLYTEX LAIWELL INC. January 2016-May 2016***

 Responsible for managing incoming and outgoing supplies and products within a business.

 Responsible for receiving shipments on a loading dock.

 Responsible for maintaining inventory in a number of stores.

***ENCODER. Bugallon, Pangasinan, Philippines***

***DSWD BUGALLON July 2015-January 2016***

 Solves information that is difficult to read using cryptographic tools.

 Enters information from documents such as personal information, account numbers, lists and medical records into computers to be stored and transmitted to the appropriate area.

 Enter information using templates or other computer programs.

**High Lights of Abilities:**

 Highly organized and detailed oriented

 Reliable and adaptive, learns new process quickly

 Support team workers, committed and responsible.

**Educational Background:**

**Tertiary Bachelor of Science in Business Management**

2011-2015 **PANGASINAN STATE UNIVERSITY**

Lingayen, Pangasinan, Philippines

**Secondary** **DIROMNHS**

2006-2010 Bugallon, Pangasinan, Philippines

**Primary** **BUGALLON CENTRAL SCHOOL**

2002-2006 Bugallon, Pangasinan, Philippines

**Seminars Attended:**

**Young PinoyTreprenuer Forum: One Day MBA**

AIM Conference Center, Baguio City, Philippines

February 07, 2014

**The 3rd Go Negosyo Filipino Technopreneurship Summit**

SMX Convention Center, Pasay City, Philippines

February 19, 2014

**AME Regional Marketing Management Education**

Sison Auditorium, Lingayen, Pangasinan, Philippines

July 16, 2014

**Summary of Qualification:**

• Excellent communication skills in English (Oral & Written).

• Good interpersonal skills.

• Can withstand pressures at work, multitask, proactive and use initiative.

• Can work on shifting basis

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

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**JAY-** Applicant