REALYN

[Realyn.359805@2freemail.com](mailto:Realyn.359805@2freemail.com)

***Objective:***

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

***Work Experience:***

* Position: ***Production Assistant/ Data Encoder***

Company: ***Toshiba Philippines***

Location: Binan City, Laguna Philippines

Date: Feb. 2011 - Feb. 2017

* Keep records of output and compare it with a production schedule
* Entering information in company databases and sending information in Line Leaders and supervisor
* Position: ***Customer Service***

Company: ***Festival Supermall***

Location: Filinvest Alabang, Muntinlupa City Philippines

Date: July 2010 – Jan. 2011

* To assist customers or resolve customer complaints via phone
* Answering telephone calls or use telephones to reach out to customers and verify account information
* Position: ***Sales Clerk***

Company: ***SM Department Store***

Location: Tunasan, Muntinlupa City Philippines

Date: Dec. 2009 - June 2010

* Set up advertising displays or arranges merchandise on counters or tables to promote sales.
* Stamps, marks, or tags price on merchandise.
* Obtains merchandise requested by customer or receives merchandise selected by customer.
* Answers customer's questions concerning location, price, and use of merchandise.
* Position: ***Cashier/ Customer Service***

Company: ***South Supermarket***

Location: Filinvest Alabang, Muntinlupa City Philippines

Date: June. 2009-Nov. 2009

* Greet customers as they enter establishment
* Direct or escort customers to the right sales representative
* Scan and verify prices on products, take payment in exchange of products, process checks and credit card payments.
* Balance cash registers at the end of each shift
* Check daily cash accounts and prepare accounting reports and perform other light bookkeeping.
* Manage receipts and coupons, generate cash and transaction reports.

***Qualification:***

***Associate Degree of Business and Information Management***

***AMA Computer Learning Center***

San Pedro City, Laguna Philippines

June 2007 - March 2009

***Skills:***

* Technical Skills
* Basic Knowledge in Personal Computer
* Operating System: Windows 8 and Vista
* Application: Microsoft Office, Power Point, Data Access

***Seminars:***

* E-Biz 2008 (1st Business Expo 2008)

E-seminar 2008 on Electronic in Business, this gives an overview of the range and types of applications of online technologies in business.

AMA Computer Learning Center-San Pedro City Laguna, Philippines

* E-Biz 2009 (2nd Business Expo 2009)

E-seminar 2009 on Business and management Practices on IT based system.

AMA Computer Learning Center-San Pedro City Laguna, Philippines

***Personal Profile:***

Birth Place : Philippines

Date of Birth : 27 December 1990

Language : Filipino and English

Age : 26

Height/Weight : 5’3/ 120lbs

Civil Status : Single

***Reference available upon request:***