**ARCHIVAL**

**ARCHIVAL.362648@2freemail.com**

 **PROFILE & QUALIFICATION SUMMARY**

* Self-motivated, hardworking and enthusiastic individual that can be decisive and work under pressure.
* A people oriented individual who understands the importance of TEAM WORK and CUSTOMER SERVICE, having the ability to communicate and work with different individuals.
* Fast learner who’s willing to undergo training in minimum supervision with patience and determination.

**WORK EXPERIENCE**

**Omniyat Al Mustaqbal General Trading LLC.** (March 2015 – December 2016)

**Al Bayat Center Burdubai Dubai UAE**

**Position:**

**Preparing Team Leader-Logistic Department**

**Job Description:**

* Managing the preparing team
* Making daily prepared item report
* Checking and printing invoices of the customer
* Getting the item from the warehouse
* Preparing the right item for the customer

 **BDS Accounting Services** (May 30, 2012 – January 30, 2015)

 **Bustos Bulacan, Philippines**

**Position:**

**Office Staff**

**Job Description:**

* Ensures that each client receives outstanding service satisfaction by providing a friendly environment.
* Encoding their sales and expenses receipt.
* Computing of the right amount of tax.
* Submitting and paying of taxes in authorized bank and municipal BIR branches.

**Junelyns Computer Café** (March 2007 – March 2011)

**Bustos Bulacan, Philippines**

**Position:**

**Customer Service Assistant / Computer Technician**

**Job Description:**

* Ensures that each customer receives outstanding customer service satisfaction by providing a friendly environment.
* Helping and guiding customers to use the computers and surfing in the internet.
* Troubleshooting of the computer hardware and software.
* Installing computer software.

**SKILLS**

* Possess strong analytical, interpersonal and problem solving skills.
* Good in written and verbal communication skills.
* Customer-oriented.
* Highly trustworthy, loyal, hardworking and ethical
* Resourceful in the completion of projects, effective at multi-tasking
* Detail oriented and possess self-discipline.
* Ability to work under pressure
* Flexible & adaptable, able to work individually or within a team.
* Computer literate(MS Office)

**EDUCATION**

2002-2006 **Jose Rizal University Bachelor of Commercial Science Major in Computer Science**

 **#**80 Shaw Boulevard,

 Mandaluyong City, Philippines

**PERSONAL INFORMATION**

**Gender :** Male

**Citizenship :** Filipino

**Date of Birth :** October 29, 1984

**Civil Status :** Married

**Height :** 5 ft. 9 inches

I hereby certify that all information are true and correct with all my knowledge and belief.