**CLITO**

**CLITO.366650@2freemail.com**

**OBJECTIVE:**
To join an organization where I can employ my skills and expertise, and attain a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me, and ability to work well with others.

**EDUCATIONAL BACKGROUND:**

 **2002 Undergraduate**

Bachelor of Science in Commerce

Western Institute of Technology

La Paz, Iloilo City

**WORK EXPERIENCE:**

**REL CREDIT CORPORATION**

Jalandoni St., Jaro, Iloilo City

Position: Driver/Messenger

May 25, 2008-December 30, 2016

* Determine destinations by referring to addresses on package/documents.
* Ensure that packages or messages are delivered in a time efficient manner.
* Ensure that packages/documents are ready for delivery by packing them in a safe manner.
* Take recipients signature of the receipt and compare with original signature on identification.
* Understand privacy rules and not tamper with package/document.
* Maintain records of daily visits in the log book.
* Take COD (cash on delivery) where appropriate and deposit cash into bank as instructed prior to the delivery.

**BREAKTHROUGH RESTAURANT**

Punta Villa, Iloilo City

Position: Waiter

February 2005-March 2006

* Present menus to guests and answer question about menu items, making recommendations upon request.
* Write guests food orders on order slips for transmittal to kitchen staff.
* Serve food and beverages to guest, and prepare or serve specialty dishes at tables as required.
* Check with guests to ensure that they are enjoying their meals and take action to correct any problems.
* Clean tables or counters after guests have finished dining.

**JOLLIBEE Gaisano La Paz, Iloilo City
Freemont Foods Corporation**
Position: Ryder
September 2003-December 2004

* Deliver a wide variety of items to different addresses and through different routes.
* Follow routes and time schedule.
* Collect payments.
* Inform customers about new products and services.
* Complete logs and reports
* Follow DOT regulations and safety standards.

**PERSONAL DATA:**
Age: 32 years old
Sex: Male
Date of Birth: May 23, 1984
Height: 5’8”
Citizenship: Filipino
Religion: Roman Catholic
Civil Status: Married

Language Proficiency: English, Tagalog