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**RAYMOND**

#### [RAYMOND.374447@2freemail.com](mailto:RAYMOND.374447@2freemail.com)

**OBJECTIVE**

Seeking a good opportunity in a good company that enables me to improve my skills, increase my practical experience, fulfill my personal ambitions and expand my knowledge.

**PERSONAL INFORMATION:**

Age: 29

**PERSONAL INFORMATION**

Gender: Male

Birthday: March 14, 1988

Civil Status: Single

Citizenship: Filipino

Status: Visit Visa

**EDUCATION**

**College:** STI College Recto

Recto, Manila

Bachelor of Science in Information Technology

2007-2011

Curriculum Highlights:

Database, Office Productivity Tools, Computer Organization and Assembly Language,

Basic Computer Concept, System Analysis and Design, Data Structure

**Secondary:** National Teacher’s College

Quiapo, Manila

2002-2006

**Primary:** Legarda Elementary School

Sampaloc, Manila

1996-2002

**WORK EXPERIENCE**

**Company: New City Commercial Corporation**

**Position: FAS-RRU Associate**

**Year: February 2013**– **March 2015**

* My Duties and Responsibilities are receiving the purchase order of the

Supplier. Like office supplies, Construction and spare parts. Before i receive the documents, I’ll check it first the quality of the item. Then, after I check and the quality is good, I’ll receive it and I will inform to purchaser and send to proper branch in province. The New City Commercial Corporation is a big mall in Davao, Palawan, Tagum and Maa. After the transaction I will encode all the deliveries that I received and update the system for confirmation of the delivery details and also need to settle the payments of the supplier. Every delivery must be encoded properly according to the documents that I received.

**Company Name: Receivers and Liquidators, Inc.**

**Position: Collection Agents (DBO, & Security Bank)**

**Year: April 2016 – June 2016**

* My Duties and Responsibilities to collect and updates Credit card Payments and Loan/Personal. By calling the borrowers who need to pay their responsibilities thru the bank. Like Credit Card, Corporate Salary Loans, and Personal Loans. Day by day we follow up of payments if the borrower paid the monthly amortization.

**Company Name: SM Hypermarket**

**Position: Sales Clerk**

**Year: October 2016 – December 2016**

* My Duties and Responsibilities are Obtains or receive merchandise, total bills, and makes change for customers in retail store such as Drinks, Fresh food like Meat, Fish and vegetables: Stocks shelves, counters, or tables with merchandise. Sets 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. Totals price and tax on merchandise purchased by customer, using paper and pencil, cash register, or calculator, to determine bill. Wraps or bags merchandise for customers. Cleans shelves, counters, or tables .May calculate sales discount to determine price. May keep record of sales, prepare inventory of stock, or order merchandise. May be designated according to product sold or type of store. And also preparing the ingredients and Cook it for SM Eats food like Beef Tapa, Pork Tocino, Chicken Adobo, Tuna, Eggs, and more.

**Company Name: Consolidated Building Maintenance, Inc.**

**Position: Customer Service Assistant @ Smart Araneta Colliseum**

**Year: November2012 - March2013**

* My Duties and Responsibilities are the primary point of contact between a business and its customers. Assist them to their proper seat arrangement. If customers want to place an order, find information, get advice or make a complaint. The greatest responsibility of a CSA is handling complaints. And must have listen to a customer's problem and deal with it calmly and politely.

**Company: Asian Technologies (REDFOX)**

**Position: RMA Technician (Service Department)**

**Year: July 2011 – July 2012**

* My Duties are responsible for processing, verifying, RTV'ing and repairing as required incoming RMA's from the field and walk-in area, responsible for reading, analyzing, and repairing of product which falls into the “repair” category. Encode all In and Out repair and replacement of the unit.

**Company Name: JEM’S CATERING**

**Position: Catering Staff (all around)**

**Year: September 2011 – November 2015**

* As a staff of a catering services first, you must be flexible. Because usually a catering service has a lot of obligation. There are times that the visitor is overcrowded. You need to assist them, give whatever they want like spoon, fork, drinks etc. Cleans and removes dishes from the table after service is completed. Check the inventory of the food and other materials. Maintain clean and well organized service areas like tables, utensils and food storage, and always give an excellent service to our visitors.

**SKILLS AND INTERESTS**

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| --- |
| * Customer Service Assistant * Waiter * Kitchen Staff (Jem’s Catering) * Inventory Clerk * Collection Agent(Credit card, Personal Loan & Corp. Salary Loan) * Sales Clerk   + **All Fresh Stock**   + **Store Operation**   + **Cook SM Eats food**   + **Serving SM Eats food Cart** * Encoder * Office staff * Multi-tasking * Accounting * Warehouse Staff * Checker/Loader * Receiving & Releasing * Hardware and Software Troubleshooting * PC Repair / Networking * Microsoft Office * Animation, Graphics and Photo Editing   + **Adobe Flash CS4**   + **Photoshop CS4**   + **Illustrator CS4** |

**SEMINARS ATTENDED**

Sta. Mesa, Manila

#### BACHELOR IN BROADCAST COMMUNICATION

Curriculum Highlights: Writing for Radio and TV, Radio and TV Performance and Production, Audio Video Techniques, Public Information and Communication Campaign, Drama and Theatre Arts, Intro to Mass Communication, Intro to Broadcast Communication, Broadcast Management, Photojournalism, Film Scriptwriting and Directing, Communication Research, Film Appreciation.

**ATTENDED**

**Java Applet with Animation** November 29, 2008

STI College Recto

**LEVEL 2 Uploaded** September 17, 2008

Speakers: Joe Torres, Kara David, Dante Nico Garcia

Claro M. Recto Hall, PUP Main Campus