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| **JERIC**  **E-MAIL ADDRESS:**  [Jeric-393370@2freemail.com](mailto:Jeric-393370@2freemail.com)  **Visa Status:** **Tourist Visa**  **SKILLS:**   * Communication * Computer Skills * Customer Service * Attention Details * Organizational Skills * Operating system * Word processing * Data applications * Data sorting  Languages Known:  * English * Tagalog   **PERSONAL DATA:**  Date of Birth: November 06,  1996  Gender: Male  Nationality: Filipino  Religion: Christian  Status: Single | **CAREER OBJECTIVES**  Seeking for fast pace, and challenging environment. To join in a progressive organizational management and offers opportunities for advancement.  **SUMMARY**  Recent Information Technology student graduate with experience as a back office clerks, retail and management. Provide genuine commitment to quality satisfaction with strong attention detail.  **EMPLOYMENT RECORD:**  **South Cotabato Philippines**  **Desk Clerks**  **2018**  **Job Description:**   * Answer phone calls, filling, data processing, faxing running errands, sorting incoming mail. * Communication with customers, employees, and other individual answered. * Compile and copy, sort, and file records of office activities. * Operate office machines, such as photocopiers and scanners. * Review files and records, other documents to obtain information request. * Complete duty schedules, manage and arrange appointments. * Troubleshoot problems involving office equipment, such as computer hardware and software.   **Koronadal City**  **Service Crew/Waiter**  **2018**  **Job Description**   * Responsible day to day full service with coordination and planning. * Provide service with strategic-leadership and direction for current future. * Pleasantly and integrated honest while interacting guest. * Responsible assigned duties related company agreement and management rules.   **Sales Associate/Representative**  **Job Description**   * Generating Leads. * Meeting or exceeding sales goals. * Giving sales presentation to a range of prospective clients. * Responsible assigned duties related company agreement and management rules. * Answering client question about credit terms, products, prices and availability.   **EDUCATIONAL ATTAINMENT:**  **Bachelor of Science Information Technology**  **Ramon Magsaysay Memorial College**  **Graduated year/2019**  **CERTIFICATE TRAINING:**  7th PSITS Regional Convention  Certificate II Information Technology  **Extra Curricular Activities:**   * Active Sports person in college * Join NCC in college * Corel Draw Workshop Seminar * Pre-Employment Seminar for Local Applicants   **Reference:**  *Any references further or accreditations will be presented upon request.* |