**JAYSON**

[**Jayson-393132@2freemail.com**](mailto:Jayson-393132@2freemail.com)

**Objective:**To obtain position as a member of your Spend Management team that utilizes my skills, work ethic, achievements and no-nonesense negotiating abilities.

**Skills and Abilities:**

* Knowledge in Microsoft Office Application, Can install Software Application Familiar in computer hardware, and Basic computer Trouble Shooting
* Self motivated and ambitious with strong desire to succeed in the field of work.
* Ability to adopt to new environment and willingness to learn.
* Flexible can work in pressure time,hardworking,loyal ang honest

**Visa Status : Visit Visa**

**Work Experience:**

**Warehouse Assistant / fork lift and Reach truck Operator**

**UAE Fork Lift License Holder**

**Dubai, United Arab Emirates**

**Nov. 20, 2012 – Nov. 20, 2017**

**Job Description:**

* Receiving,moving checking and storing incoming goods
* Checking and inspecting goods received and ensuring they are accurate quantity
* Packaging and labeling products before they are dispatched
* Picking and packing,moving and organizing stock
* Loading and unloading lorries,van and other vehicle
* Operating Forklift, Reach truck, LLOP and High level picker Machine
* **Can use a RF scannerHave knowledge in Microsoft office application Excel and SAP system**

**Forklift Operator:**

**Aug. 10,2018 – Feb 15, 2019**

**Job Description**

* Provide the needs of production area to fulfill their task
* Checking the condition and quantity of materials
* Loading and Unloading of materials in receiving area
* Maintaining the Good condition of equipment

**Sales Man**

**Oct.15, 2011 - April.15, 2012**

**Job Description**

* Customer service, Ensure high standard of customer service.
* Assists customers regarding product information in a friendly, professional and convincing manner.
* Responsible for the maintenance and replenishment of products and monitoring of stocks movement.
* Assist and Approach the customers in a warm and friendly manner.
* Worked flexible at any time especially rush.
* Provide good customer service and ensure that the customers are prioritized at all times.
* Fallow the Rules and Regulations and standard of the Company.

**Sales Man**

**Department store**

**Jan.10, 2011-July 10, 2011**

* Greet and welcoming the customer when they enter the store.
* Demonstraete product and services to existing potential customer and assist in selecting those best suited to their needs.
* Be friendly with them and to make sure that customer will be attended importantly.
* Responsible for monthly inventory of items.

**Receptionist cum Administrator Assistant**

**Feb.2010-Nov. 2010**

**JBC Food Incorporated Company Makati,Manila Philippines**

* Receive direct and relay telephone messages,e-mail fax messages.
* Pick up and deliver e-mail
* Assist in the planning and preparation meetings,conference and telephone calls.
* Provide word processing and secretarial support.

**ON JOB TRAINEE –OJT-**ASIAN TECHNOLOGIES COMPUTER CORPORATION (REDFOX)

Dona hemady Ave. new Manila Quezon City Philippines.

**EDUCATIONAL BACKGROUND**

**College: ASIAN INSTITUTE OF COMPUTER STUDIES**

**-COMPUTER TECHNOLOGY- 2005-2007**

**Lagro Quezon City Philippines**

**Secondary:Sapang palay National High School 2004-2005**

**Sapang palay City of San Jose Del Monte Bulacan**

**Primary: Lambakin Elementary School**

**Meycauayan Bulacan 1999-2000**

**PERSONAL DATA**

**Birth of Date: March 06, 1988**

**Age: 31**

**Height: 5’7**

**Weight: 135 ‘ lbs**

**Citezenship: Filipino**

**Language Spoken: English / Tagalog \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**