# Work Experience

Jason

Jason-394706@2freemail.com

# About Me

Age 24

Date of birth : July 27, 1995

## April 3, 2019 – present

Office Assistant

* Analyzing and Summarizing Data
* Preparation of Protocol and Reports
* Filing and Distribution of Reports
* Installations of device for field works

## July 7, 2018 - Sept. 29, 2018

Receptionist

ØWelcomes visitors by greeting them, in person or in telephone; answering or referring inquiries.

ØMaintains security by following procedures.

ØMonitoring logbook; issuing visitor badges.

ØContributes to team effort by accomplishing related results as needed.

Gender Civil Status

# Skills

: Male

: Single

## July 23, 2017 - June 30, 2018

* Knowledge in Microsoft Word & Excel
* Data Entry & Analyzing
* Customer Relation & Services

Marketing & Sales Service Assistant

* Preparation of Customers Requirements and Documenting.
* Monitoring the validity of (MSVS) Membership Verification
* Communication Skills

Status of buyers and Updating Records.

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* Planning
* Creativity

# Educational Attainment

vTertiary : Rizal Technological University

(2012-2016)

Analyzing/Scanning records before Filling the accounts

* Filing of Customers account loan through financing.
* Assisting Seminars conducted for the customers before inquiring a Housing Loan
* Collecting of Payments.
* Encoding records of payments and updating the masterfile daily.

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Graduate of Bachelor of Science and Business Administration

(Major in Management)

Boni, Mandaluyong City Philippines

vSecondary : Rizal High School (2008-2012)

Dr. Sixto Avenue Caniogan, Pasig City Philippines

vPrimary : Fransisco Legazpi Memorial School

(2002-2008)

Ugong, Pasig City Philippines.

Assisting Calls/Answering customers queries/Follow up customers payments before deadline.

## October 2016 – March 2017

Trading & Investment Assistant

* Monitoring of accounts maturity & Updating Daaily Status
* Making calls for accounts renewal
* Monitoring daily stocks on Bloomberg System
* Updating Investors about the movements of stocks.
* Filling of Documents and daily transactions such as payments and receipts
* Bookkeeping Records of accounts.