

CURRICULUM VITAE



Name: **Ej Christopher Guiab**

Contact

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Address:

Murraqabat Deira , Dubai , UAE

Profile:

Age: 26

Civil status: Single

Citizenship: Filipino

Height: 6'1

Weight: 76 kilos

Language: English & Filipino

Visa Status: Visit Visa

OBJECTIVE

Strive towards personal and professional growth by embarking on new and challenging assignments with an aim to bring about process improvements and business profitability. Providing value addition to the task assigned.

EDUCATION:

College Level: 2013- 2017

Nueva Vizcaya State University – Philippines

**Course: Bachelor of Science Information Technology
(Graduate)**

Secondary Level: 2007 – 2011

**Nueva Vizcaya General Comprehensive High School –
Philippines**

Primary Level: 2000 – 2006

Bayombong Central School - Philippines

KNOWLEDGE AND FUNCTIONALSKILLS

- In depth knowledge of Microsoft office suites (Excel, Word & Outlook)
- Knowledge of facsimiles operation, photocopy machine & scanning
- Professional verbal/written communication skills, Fluent in written and spoken English
- Highly communicational and organizational skills
- Possesses honestly and integrity
- Adaptability to fast pace environment
- Quick learner, flexible and ability to work with less supervision

TRAINING AND CERTIFICATE:

CAREER PLANNING WORKSHOP **November 25, 2016**
Nueva Vizcaya State University – Bayombong Campus, Philippines

ANDROID mobile Application Development **November 26, 2016**
Training Workshop
Nueva Vizcaya State University – Bayombong Campus, Philippines

CERTIFICATE OF COMPLETION **MAY 12, 2017**
(On-The-job Training)
Nueva Vizcaya State University – Bayombong Campus, Philippines

WORK EXPERIENCE:

Dubai United Arab Emirates (UAE)

Arabiana Tourism Recruitment LLC

Admin Assistant/Document Controller

Duties and Responsibilities

- Manage and set up meetings, appointment and travel as necessary
- Perform general administrative and confidential duties
- Handle request for information and data
- Prepare monthly expense reports and encode in the portal
- Comply with all standard operating procedures and policies
- Organize and maintain office filing system
- Preparing payment request, voucher receipt
- Responsible for organizing and maintaining a company's documents and its system of storage and categorization
- Organize and files certain company documents and records like invoices, receipts, and forms
- Responsible for controlling, filling, sorting, and hard copy documents
- Responsible to ensure that all project documents are save properly
- Produce report on documentation and progress as requested
- Ensure that hard copy and electronic record files as required are maintained in good order to comply with requirements

Dubai United Arab Emirates (UAE)

Party-Zone LLC

Sales Associate

April 2018 – 2021

Duties and Responsibilities

- Ensure high levels of customer satisfaction through excellent sales service
- Welcome customers to the store and answer their queries
- Assess customers needs and provide assistance and information on product features
- Remain knowledgeable on products offered and discuss available options
- Process POS (point of sale) purchases
- Comply with inventory control procedures
- Preparing all the STN need to transfer to other shop
- Communicating to the head office thru email or phone
- Maintain in-stock and presentable condition assigned areas
- Build productive trust relationships with customers

Philippine Spring Water Resources(PSWRI)

Osmeña Solano, Nueva Vizcaya – Philippines

Admin

July 2017 – January 2018

Duties and Responsibility:

- Answers the telephone and provides exceptional customer service to internal and external customer
- Orders and equipment; maintains service contracts on office equipment.
- Issue receipts.
- Receives and audits invoices for accuracy and compliance and ensures prompt payment of departmental bills.
- Assists managers and supervisors
- Depositing money in bank.
- Types encodes all forms of communications
- Using Excel for computing the money
- Updates transactional data in the system

DECLARATION

I hereby declare that all the above-furnished details are true to the best of my knowledge.

**Yours Sincerely,
Ej Christopher Guiab**