



King Faisal Al Majaz 1,
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Technologically savvy and goal – oriented IT and Administrative Assistant, Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft Office and Database Management.

TRAININGS AND ACHIEVEMENTS

() NCII Computer Hardware Servicing

() Basic troubleshooting and Networking

() 12th Youth Congress on Information Technology

PERSONAL DETAILS

Date of Birth : April 5, 1995
Marital Status : Single
Nationality : Filipino
Age : 26 years old

JOBAILYN BAGO PANDUMA

EDUCATION

SAINT COLUMBAN COLLEGE - PHILIPPINES

2011 - 2015

BS INFORMATION TECHNOLOGY

TUKURAN TECHNICAL-VOCATIONAL HIGH SCHOOL -PHILIPPINES

2007 - 2011

SECONDARY

WORK EXPERIENCE

SALES STAFF

SWISS ARABIAN SAPIL PERFUMES

(MH ENTERPRISES LLC)

UNITED ARAB EMIRATES

AUGUST 2020 – SEPTEMBER 2021

- > Presentation and ensuring proper display of the products.
- > Replenishing, inventory, arranging stock according to standard
- > Product Knowledge.
- > Prepares and submits monthly and daily sales report.
- > Communicating with the Area Manager / Salesman for the list of product orders.
- > Achieving monthly sales Target and dealing customers inquires.

SALES STAFF

SWISS ARABIAN SAPIL PERFUMES

(NMC TRADING LLC)

ABU DHABI, UNITED ARAB EMIRATES

NOVEMBER 2019 – APRIL 2020

- > Presentation and ensuring proper display of the products.
- > Replenishing, inventory, arranging stock according to standard
- > Product Knowledge.
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LANGUAGES

Visayan
Tagalog
English
Basic Arabic

HOBBIES AND INTEREST

- () TREKKING
- () MOVIE MARATHON
- () ARTIFICIAL INTELLIGENCE
- () INTERNET SURFING
- () ISLAND HOPPING
- () WINDOW SHOPPING
- () MUSICAL INSTRUMENTS

PHARMACIST ASSISTANT SOUTHSTAR DRUG PHARMACY - PHILIPPINES

FEBRUARY 2018 – MARCH 2019

> Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory. Gathers, organizes, and assesses patient information. Supplies patients with information and education on their prescriptions.

COMPUTER OPERATOR D.E.N.R. REGION IX, GOVERNMENT - PHILIPPINES

MARCH 2017 – JANUARY 2018

>Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer or set of mini computers.
>Encoded Land Title of the Lot Owners in the whole Region IX.

ADMIN ASSISTANT D.S.W.D. REGION IX, GOVERNMENT – PHILIPPINES

SEPTEMBER 2015 – FEBRUARY 2017

> Includes duties such as entering data, maintaining databases and client files, managing hard copies, scanning documents and handling other data-related tasks. Entering accurate data while following all regulations and maintaining confidentiality is all part of the job.
> Encoded 4 P's Beneficiaries of the Local Gov't Unit.

SKILLS

() **MS OFFICE** ***WORD** ***EXCEL** ***POWERPOINT** ***OUTLOOK**
() **REMOTE DEKSTOP SUPPORT** – Access and managing the remote desktop and operate the remote computer. Control the remote mouse and keyboard, share files, chat, log off, log on, re-boot, run/ install/ uninstall programs, printer's device and configure system settings.
() **SERVER MONITORING & MAINTENANCE** – Managing and maintaining the servers PC routers and switches.
() **INFORMATION SECURITY** *Access Management * Application Security
*Network Security
() **HARDWARE & SOFTWARE INSTALLATION AND BASIC TROUBLESHOOTING** – Installing and configuring the peripherals, components and drivers. Installing software and application to user standards. Computer assembling and maintenance.

I hereby certify that the information furnished above is true and correct to the best of my knowledge and belief.

JOBAILYN B. PANDUMA
Applicant