

KYLE CHRISTIAN C. ESCANDA

🏠 Al Arti Palace Building Karama, Dubai - UAE

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PROFILE SUMMARY:

Pursuing a position where I will be able to utilize my knowledge and interpersonal skills to complement those that I have learned from school in an actual work environment, to not only allow myself to grow personally and professionally, but to firmly contribute towards the achievement of the mission and values of the company.

WORK EXPERIENCE:

GRAPHIC DESIGNER

MACAW ADVERTISING - AL KARAMA, DUBAI-UAE

October 13, 2021 to present

- Create design, concept, and sample layouts based on knowledge of layout and esthetic concepts.
- Revamped company logo and business card, boosting image.
- Recommended and consulted with clients on the most appropriate design option based on their overall marketing goals.
- Printing and making t-shirt, mugs, brochures, business card, roll-up, sticker, bags etc.
- Installing roll-up/banner, door/wall sticker and signage.
- Updating and Monitoring new and pending projects.
- Making Quotations and Invoices for each project.
- Packaging and delivering of finished project/product to the client
- Cleaning and arranging displayed items, and brochures.

HR ASSISTANT | HRD DEPARTMENT

DENR REGION VI - ILOILO, PHILIPPINES

August 5 to January 7, 2020

- Maintain employee data and kept updated accounts of all employment digital and electronics records.
- Updating staff records, and coordinating training sessions and seminars.
- Administered payroll information, compensation materials, and benefits programs.
- Tallying of gather data from the training sessions and seminars.
- Compiling data about employee: payroll - such as hours worked, taxes, pension contribution and also timesheets.
- Assisting other staff in general correspondence, making of certificate, faxing, printing, scanning and photo copying.
- Answering phone calls.

DATA ENCODER | IT DEPARTMENT

MS PANAY INC. - ILOILO, PHILIPPINES

March 6 to August 19, 2016

- Data entry of all branches in Panay.
- Data input and manipulation in Excel Spreadsheet and Access Database.
- Updating the status of Sales Report in Database.
- Manual entering and verification of customer records and orders.
- Ensuring all information on the system is accurate and up-to-date.
- Monitoring the daily attendance of every employee.
- Organized forms, made photocopies, printing, filed records and make correspondence reports.
- Assisting the Department Head.

SKILLS:

- Computer literate: Microsoft Office
- Basic Graphic Designing/Video Editing
- Basic Programming
- Adaptive skills (hardworking, efficient, can work well under pressure and a fast learner)
- Thrives in a fast paced, growing environment
- Excellent coordinating skills
- Has ability to work independently or as apart if a team
- Resourceful, inquisitive, self-motivated and possess strong interpersonal
- Enthusiasm for continual learning
- A logical mind
- Patience

PERSONAL DETAILS:

Date of birth: July 30, 1998
Nationality: Filipino
Visa Status: Visit Visa
Civil Status: Single
Language: English, Tagalog and Hiligaynon

EDUCATION:

2016-2020 **Bachelor Of Science Information and Communication Technology**
West Visayas State University - Philippines

2010-2014 **Burak National High School**
Maasin, Iloilo - Philippines

2004-2010 **Saint Julian Academy**
Janiuay, Iloilo - Philippines

I hereby certify that the above information contained in this resume is true and complete to the best of my knowledge.

KYLE CHRISTIAN C. ESCANDA