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|  | | |  | JUDE BATOON |
| Experience **COSTUMER SERVICE**  **NEW W MART SUPERMARKET LLC.**  DEC. 2019 – PRESENT  **DUTIES AND RESPONSIBILITIES:**   * Receiving phone calls (*from costumers and office*). * Receiving orders (*from online and calls*). * Collecting and preparing order­­-items. * Assigning and sending orders for delivery. * Updating online orders (*West Zone, Wmart, New Wmart, InstaShop Talabat, Now Now App.*) * Helping customers find the products they need. * Solving some complains or issue. * Display, arrange, price and rotate products in store. * Operating cash. * Operating cutting machine. * Cutting pork and chicken.   **ELEMENTARY TEACHER**  ****SALANGSANG ELEMENTARY SCHOOL****  JUNE 2019 –SEP. 2019  **DUTIES AND RESPONSIBILITIES:**   * Teaching students all areas of primary syllabus. * Understand and grasping level of each and every student and teach them accordingly. * Help students understand things practically. * Discipline and makes students follow certain rules and regulations. * Motivating students and encouraging them to perform educational activities.   **EDUCATIONAL BACKGROUND**  **TERTIARY**  SENATOR NINOY AQUINO COLLEGE FOUNDATION  Poblacion, Sen. Ninoy Aquino, Sultan Kudarat, Philippines  School year 2015-2019  Course: Bachelor of Elementary Education  **SECONDARY**  SENATOR NINOY AQUINO NATIONAL HIGH SCHOOL  Poblacion, Sen. Ninoy Aquino, Sultan Kudarat  School Year 2011-2015  **PRIMARY**  KULAMAN CENTRAL ELEMENTARY SCHOOL  Poblacion, Senator Ninoy Aquino, Sultan Kudarat  School Year 2008-2011  NOTRE DAME OF KULAMAN INC.  School year 2005-2008  **PERSONAL REFERENCES:**  BIRTHDAY September 14, 1998  PLACE Sultan kudarat, Philippines  STATUS Single  SEX Male  CITIZENSHIP Filipino  RELIGION Roman Catholic  CIVIL STATUS Single  NAME OF FATHER Danny C. Batoon  NAME OF MOTHER Juliet G. Batoon  LANGUAGE SPOKEN Tagalog, English  *I hereby certify that the above information is true and correct to best of my knowledge.* |
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|  |  | **22ND ST. AL SATWA**  **DUBAI** |
|  |  | |
|  |  | **0566225039** |
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|  |  | **Deju248@gmail.com** |
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|  |  | **OBJECTIVE:**  ***To obtain a job position that will enable me to use my 21ST century skills, educational background and working experiences.*** |
|  | **SKILLS:**   * ***Adaptable.*** * ***Good communication skill.*** * ***Computer literate*** * ***Customer service.*** * ***Active listening*** * ***Flexible.*** * ***Critical thinking.*** * ***Time management***   **PERSONAL PROFILE**  ***Accomplished primary school teacher with outstanding classroom management skills and received best demonstrator genuine passion for helping children of all abilities reach their full potential.*** | |  |