

# JOHN CYRIL R LOBOS

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al masaoood facilities  
management. salam city  
hameem road.



## OBJECTIVE

My career objective is to achieve a good position which would continuously challenge my skills, abilities and knowledge, thereby to work and ensure the dedication and sincerity in an esteemed organization.

## EXPERIENCE

08-12-  
2019 - up  
to present

### **Solution hygiene llc**

#### Office Cleaner

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations.

2016 -  
2019

### **Romeo V. Austria trading**

#### ADMINISTRATION ASSISTANT

- answer phone calls and direct calls to appropriate parties or take messages;
- file and retrieve documents, records, and reports.
- perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

2013 -  
2015

### **Jcomp trading and distribution**

#### SALES MARKETING AGENT

- answer customer's question about products, prices, availability, product uses, and credit terms.
- quote prices, credit terms and other bud specification
- negotiate prices and terms of sales and service agreement.

2012 -  
2013

**Best way trading and gen.merchandise globe**  
SALES EXECUTIVE

- build business by identifying and selling prospect; maintaining relationships with clients.
- identifies products improvements or new products by remaining current on industry trends,market activities, and competitors.

2010 -  
2012

**CDO food sphere incorporated**  
Time keeper/Production staff

- reviewed Timesheets, work charts and timecards for completeness.
- computed total time worked by employees, using calculator and computer, posted time worked to master time sheet and routes time sheet to payroll department.
- manages timekeeping matters for employees and assistance supervisor with payroll matters.

2009 -  
2010

**Lcbigmakquikstopfoodcorp.**  
Service crew

- take orders from customers and present them as requested.
- process bills for the customer and also issue them receipts.
- pack foods ordered by customers and serve them in the most efficient manner.

2008 -

**Jollibee foods corp. Lucena city**  
Pantry crew/ kitchen crew

- Take orders from cashier crew about regular order preparation and daily specials.
- assure the cleanliness and sanitization of all work areas such as countertops.
- monitor the time needed for each dish to cook and removed cooked dishes.

## EDUCATION

2017

**Xavier technical training center**  
Computer science

2013

**Power skills technician center of cavite**  
Computer literacy

2004

**Quezon National High School**

## SKILLS

- Very good command of computer skills ( windows, word, excel, powerpoint, email and internet)
- Self-motivated team player
- Interpersonal skills able to get along well with coworkers and accept supervision.
- Ability to work under pressure.

- Hardworking, Self-motivated and Result Oriented. Good communication, presentation and writing skills. Ability to work effectively within a team or individually. Enough Courage to face challenging and change environment.

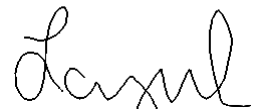
## ADDITIONAL INFORMATION

### Personal Data :

Date of Birth: 17-06-1991  
Marital Status: Single  
Religious : Roman catholic  
Gender : (other)  
Nationality: Filipino  
Visa: ( Employment )  
Join: immediately  
Residential Address: Abu Dhabi  
Passport expiry: 13-09-2029  
Passport no: P3192040B  
Language : Filipino and English

## REFERENCE

- Available upon request - ""



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