

Christian Gary Guron



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Objective

Energetic and highly organized administrative specialist with expertise in office coordination, customer service, and office software tools. Seeking to contribute to the efficiency and success of the company by supporting senior management, improving internal processes, and enhancing the overall workflow of the organization.

Skills & Abilities

- Proficient in Microsoft Office including PowerPoint, Excel and advance knowledge using of internet.
- Excellent written and verbal communication skills.
- Ability to monitor, measure and analysis data to aid senior management decision making.
- With positive attitude, can interface well with co-workers and other staffs.
- Strong administration and data entry skills.
- The ability to learn new systems quickly.
- Ability to design and implement.
- Strong administration and data entry skills.
- Excellent customer service and organizational skills.
- Strategies for taking customer services to next level.
- Strong team player who works productively in a fastpaced, team-oriented environment and capable of building strong working relationships across all departments.

Experience

PROCESSING/ADMIN OFFICER

GOLDEN HEART SKILLS TRAINING INC. (PHILIPPINES)

JUN 2022 TO DEC 2024

- Input, review, and verify data to ensure accuracy and completeness in system records or files.
- Perform quality checks on data entered into databases or software systems to identify and correct errors.
- Ensure adherence to company policies, legal regulations, and industry standards.
- Maintain proper documentation and records for all processed transactions, ensuring they are accurate and up-to-date.
- Prepare and generate reports related to transaction processing, performance, and discrepancies.
- Analyze data trends to identify areas for process improvement and implement solutions accordingly.
- Identify and mitigate potential risks related to transactions, data errors, or process breakdowns.
- Coordinate with other departments such as finance, compliance, and customer service to ensure smooth processing operations.
- Maintain clear and professional communication with internal teams, clients, and stakeholders.

PRODUCTION STAFF

FRESHIES BY JUJUGLOW (PHILIPPINES)

JUN 2021 – JUN 2022

- Load and unload raw materials or finished products onto the production line.
- Ensure that materials are available for production and are stored properly.
- Help manage inventory and ensure materials are used efficiently.
- Perform basic maintenance tasks or clean machinery and tools.
- Report any equipment malfunctions or maintenance needs to supervisors.
- Ensure equipment is functioning properly to avoid delays in production.
- Maintain logs or records of production activity, including the amount of product produced or materials used.
- Track and report any issues or delays in production.

IT COORDINATOR/ADMIN

ALFAREDAH HALL (RIYADH, SAUDI ARABIA)

JAN 2020 – APR 2021

- Provide technical support to staff, addressing IT-related issues such as software problems, login issues, and hardware failures.
- Oversee regular updates, patches, and system upgrades to keep hardware and software running smoothly.
- Ensure that the organization's IT infrastructure is secure and up-to-date.
- Liaise between technical teams and non-technical staff to understand needs and communicate solutions.
- Maintain records of IT systems, repairs, and upgrades for auditing and compliance purposes.
- Track licenses and ensure compliance with software usage agreements.
- Coordinate with other departments to assess software needs and implement new software solutions.
- Work with other departments to understand their technology needs and provide IT solutions.

CATERING WAITER

ALFAREDAH HALL (RIYADH, SAUDI ARABIA)

FEB 2018 – JAN 2020

- Set up and clean event spaces, ensuring the dining area is organized and ready for service.
- Maintain cleanliness and orderliness throughout the event, including checking for any spills, trash, or items that need attention.
- Assist with the breakdown of the event by removing used dishes and utensils, packing up catering items, and helping with post-event cleanup.
- Ensure food safety and hygiene practices are followed at all times.
- Collaborate with other catering staff to ensure the efficient service of food and beverages.
- Serve food and drinks to guests during events, following event specifications and instructions from event coordinators or clients.
- Provide excellent customer service and maintain a friendly, professional demeanor.
- Ensure guests feel welcome and attend to their needs promptly.
- Communicate with kitchen staff to ensure timely delivery of food.
- Ensure food and drink stations are neat and well-stocked.

KITCHEN HELPER (ALL AROUND)

FOOD COURT (SM MEGAMALL, PHILIPPINES)

JAN 2016 – FEB 2018

- Assist chefs and cooks in food preparation tasks (e.g., chopping vegetables, cleaning meat, preparing ingredients)
- Assist with receiving, storing, and checking food deliveries.

- Monitor stock levels and inform supervisors when supplies are low.
- Operate and clean kitchen machinery, such as dishwashers, ovens, and mixers, as required.
- Maintain cleanliness of floors, walls, and kitchen surfaces.
- Ensure trash is regularly taken out and waste is disposed of properly.
- Ensure all kitchen equipment is cleaned and properly stored.
- Clean and sanitize kitchen utensils, equipment, and work areas.
- Wash dishes, pots, pans, and utensils using dishwashers or by hand, ensuring cleanliness and hygiene.
- Dispose of trash and recyclables properly.

IT ADMINISTRATION

HYPE SPOT (PHILIPPINES)

FEB 2015 – JAN 2016

- Set up and manage local area networks (LAN), wide area networks (WAN), and wireless networks.
- Ensure excellent customer service by overseeing customer interactions and addressing any complaints or issues promptly.
- Handle customer inquiries, special requests, and ensure that customers are satisfied with their experience.
- Handle cash, process payments, and ensure accurate financial records.
- Ensure network connectivity, monitor network performance, and troubleshoot network-related issues.
- Set up and manage user accounts, permissions, and access to shared resources (file servers, databases, etc.).

TRAININGS/CERTIFICATIONS

TESDA TRAINING (PHILIPPINES)

Computer Systems Servicing NCII (Passed)

September 2017

TELETECH CUSTOMER CARE MANAGEMENT PHIL'S. INC.

Talent Acquisition and IT Department – Internship Training

2014

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

April 2014

Our Lady of Fatima University (Philippines)

Personal Information

Date of Birth: 08 Jan 1994

Gender: Male

Marital Status: Single

Nationality: Filipino

Visa Status: Visit Visa (Available to join immediately)

Christian Gary M. Guron

Applicant