

JASON C. CASULLA

Jamal Abdul Nasser St., Sharjah, UAE

Mobile No: 054-358-9338

Email: jasoncasulla1989@gmail.com

OBJECTIVE

To be placed in an esteemed company that provides work where I can share, contribute and uplift my knowledge, skills and capabilities and be part of the company needs that establish myself as a better and productive individual by working as a professional.



WORK EXPERIENCES:

Data Entry Operator

Farzana Cold Storage (Sharjah, UAE)

November 27, 2021 – November 30, 2023

Position Summary

- Responsible for entering accurately important company data and keeping records up-to-date. Performs high-volume data entry using word processing, spreadsheet, database, or other computer software. Entering customer and account data from source documents within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output. Coordinating with the warehouse supervisor for stocks inventory.

Sales Staff

Americana Group Food Company – Krispy Kreme (Sharjah, UAE)

June 2018 – October 2021

Position Summary

- Responsible for taking and completing orders accurately and efficiently and providing efficient, friendly service to customers, as well as maintaining a professional store appearance, in order to ensure complete customer satisfaction and to reflect the high standards that the Corporation has set.

Account Officer / Marketing Officer

Bangko Pangasinan Inc. (Pangasinan, Philippines)

October 2016 – April 2018

Position Summary

- Helps customers set up new checking, savings, and investment accounts. Assist customer requests and offer general product. Advice individuals with personal banking needs and assist business owners with commercial banking demands. Increasing the sales of the bank t006Fx make it profitable, maintaining its brand value and identity among the prospective customers

Production / Inventory Staff

Dunkin Donuts Company (Sharjah, UAE)

March 15, 2014 – March 30, 2016

Position Summary

- Performed production works in factory and several functions on production line basically manufacturing and inspecting food to ensure high quality products. Verifies clerical computation against physical count of stock and adjust errors in computation or count

Credits and Loans Assistant

Philippine National Bank (Alaminos, Pangasinan)

May 2013 – November 2013

Position Summary

- Enter personal details of customers opening new accounts or transaction and prepares, compiles and sort documents for data entry. Verified and updates data form source documents into prescribed computer database, files and forms. Generates reports, store completed work in designated files and performed back up operation

EDUCATIONAL ATTAINMENT

Tertiary:	2007-2013
	Bachelor of Science in Financial Management
	University of Luzon
	Dagupan City, Philippines

TECHNICAL SKILLS

- Computer Literate: MS Word, MS PowerPoint, MS Excel, Microsoft Outlook, Windows Operating System
- Financial Management skills
- Bookkeeping