



# JAYMARC SAGABAEN

## CONTACT

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📍 36B St. Villa 45 Al Quoz 1  
Dubai

## EDUCATION

2013-2018  
TARLAC STATE UNIVERSITY

- Bachelor of Science in  
Information Technology

## SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Adopt with new work  
environment
- Computer Literate

## LANGUAGE

- English (Moderate)
- Tagalog (Advanced)

## PROFILE

A highly dedicated and adaptable professional with a Bachelor of Science in Information Technology and a proven track record in accounting, administration, customer service, and purchasing. Experienced in fostering team collaboration, managing tasks efficiently, and exceeding expectations in dynamic work environments. Eager to embrace new challenges and leverage skills to drive organizational success.

## WORK EXPERIENCE

### DMGR BUILDERS

2022-2024

Purchasing Staff

- Sourced and procured materials, goods, and services to meet company requirements.
- Monitored stock levels and ensured timely replenishment of inventory.
- Evaluated supplier performance to maintain high standards of service and quality.

### UNIQLO - FastRetailingCo., Ltd.

Sales Associate

2020-2022

- Delivered exceptional customer service, addressing inquiries and providing product recommendations.
- Boosted sales by promoting product add-ons and cross-selling strategies.
- Contributed to store operations, including inventory management and visual merchandising.

### KKK Turbo Fuel Corporation

2018 - 2020

Station Secretary

- Compiled daily sales reports and tracked business metrics.
- Handled payroll processing and employee timekeeping.
- Managed cash registers, ensuring accuracy in financial transactions.

## REFERENCE

Joy Kamyllie Enriquez  
Bin Tamim Real Estate/ Secretary  
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