

# **JET MARO RAYO**

Dubai Silicon Oasis, Dubai UAE

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## **Educational Background: Maysan National Highschool Batch 2008-2012**

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### **Career Objective:**

To work in a globally competitive environment on challenging assignment with rapid professional growth which will afford me an opportunity to effectively utilize my abilities for a continuous value addition and growth along with the organization.

### **Career Summary:**

3 Years of experience as Document Controller/Encoder, issuing trip tickets for daily deliveries. Filing and archiving relevant documents. Checking and editing documents for accuracy and compliance, controlling the flow of documents in and out of the department, ensuring the secure disposal of sensitive documents and maintaining the security of documents.

1 Year of experience as Assistant Bartender/Waiter. Maintaining bar, ensuring its comfortable for the customers and fully stocked with supplies. Welcoming and seating guests, taking guest orders, communicating then effectively and with helpful manner.

### **Skills:**

- Communication Skills (Written & Verbal)
- Typing Skills: Average
- Filing Documents
- Customer Service
- Microsoft Excel/Word: Average
- SAP System: Excellent

### **DOCUMENT CONTROLLER/ENCODER**

Polyfoam-RGC Int. Corporation - Valenzuela City, Philippines from  
May 31, 2021 to June 15, 2024

### **ASSISTANT BARTENDER/WAITER**

GG Poker Manila - Pasay City, Philippines  
From February 2019 to March 2020

### **Personal Details:**

- Marital Status: Single
- Religion: Christian
- Age: 28 yrs. Old
- Language: English/Tagalog
- Visa Status: Tourist
- Expiration: 12- September -2024

