



ALPHA KEITH D. PANGININ

PROFILE

I am dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and I am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

CONTACT

PHONE:
+971-5880-73028

EMAIL:
keithdayno@gmail.com

LOCATION:
Deira, Dubai UAE

EDUCATION

Nueva Ecija University of Science and Technology – Philippines
Bachelor of Science in Information Technology
Major in Network Analysis and Design

NEUST is a state university located in the province of Nueva Ecija, Central Luzon, Philippines, with its flagship campus at Cabanatuan. The university offers graduate and undergraduate courses in many specialized fields as well as vocational training programs.

WORK EXPERIENCE

Brand Works Marketing Consulting – Philippines

June 2019 to January 2021

Field Auditor

- Conduct research about the customer satisfaction in our client products.
- Checking and auditing merchandiser works.
- Auditing some budget for display allowance.

Personal Collection Direct Selling Inc. – Philippines

February 2021 to May 2022

Admin cum Secretary

- Obtain payment for goods.
- Itemizing totaling customer's purchases.
- Collecting payments by accepting cash, check, or charge payments from customers; making change for cash customers.
- Provides pricing information by answering questions.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Contributes to team effort by accomplishing related results as needed.
- Doing some reports and clerical tasks.

Top in North Distribution Trading Inc. - Philippines

June 2022 to March 2024

Admin cum Supervisor

- Handle the cash and cheque collection, reconcile and bank deposit
- Provides pricing information by answering questions.
- Prepares the reports and clerical tasks.
- Help the company to implement new rules and regulations
- Receive and resolve company complaints
- Manage and monitor the stocks in warehouse

PERSONAL INFORMATION

Date of Birth	:	July 28, 1996
Place of Birth	:	Jaen, Nueva Ecija, Philippines
Nationality	:	Filipino
Civil Status	:	Married
Passport No	:	P6477653C
Visa Status	:	Tourist Visa till 19 July 2024