







CONTACT

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SKILLS

- Electrical Power Systems
- Air Conditioning Systems
- Wiring
- Using Hand Tools
- Using Power Tools
- Diagramming
- Splicing
- Troubleshooting
- Flexibility
- Time Management
- Work Ethic
- Problem Solving
- Communication Skills

LANGUAGES

English

Intermediate

Pepito Sumiton

PROFESSIONAL SUMMARY

Keep up with the cutting edge of technologies. Industrious and enthusiastic person proven to consistently meet productivity, business and customer service objectives. Diligently works with staff to enhance performance and improve processes. Diplomatic in resolving internal and customer issues to maximize results.

WORK HISTORY

Manager 05/2009 - 12/2019
Card Inc. - Dipolog City , Philippines

- Handle loans and any other related claims.
- Assessing loan applicants' eligibility, analyzing their credit standings, and finalizing loan contracts.
- Ensure compliance with regulations, communicate with clients, and cultivate referral networks
- Keep track of assigned accounts to identify outstanding debts. Plan a course of action to recover outstanding payments. Negotiate payoff deadlines or payment plans.
- Ensure collection of payment on time.

Kitchen Staff Member 01/2007 - 03/2008
Top Plaza Hotel - Dipolog City, Philippines

- Prepare and process foods by cutting, chopping, slicing, and washing vegetables, meats, and other ingredients.
- Serving ready foods to customers whenever gets busy.
- Sweeping and mopping floors.
- Washing and cleaning all dishes, work stations, cooking equipment, and food storage and the entire kitchen and restaurant area.
- Provide support or assistance to the main cook for all the required ingredients.

Electrician 06/2005 - 01/2007
ZANECO - Electric Cooperative of Zamboanga del No - Ozamiz, Philippines

- Clear away tree branches or other hazards near live power installations.
- Troubleshoot power outages and problems with electrical lines and wires.
- Reading and interpreting electrical wiring diagrams.
- Digging trenches or climbing poles to repair or maintain underground and overhead electrical cables.
- Install meters, climb poles to repair overhead lines and inspect power lines for possible repair or replacement.

EDUCATION

Bachelor of Science: Industrial Technology - Electricity Major, 06/2002 - 03/2006
JOSE RIZAL MEMORIAL STATE COLLEGE - Philippines

CERTIFICATIONS

- Seminar Workshop on Fire Safety. Pre - Membership Education Course on Consumer and Service Cooperative ELECTRICIAN
- Pre-membership Education course of a Consumer and Service cooperative - Cooperative Development Authority.
- Business Correspondence Training - CMDI
- Driver and Operator Orientation
- Performance Management System for Managers - CMDI
- Effective Supervision and Management Training
- Effective Staff Management - CMDI
- First Aid and Basic Support