

# CONTACT

- +971 52 840 0339
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- AL SHIHAB TOWER FLAT 702
  Sharjah Al Majaz 1, Sharjah UAE

## **ABOUT ME**

Date of Birth: July 13, 1991

Place of Birth: Parañaque City, Philippines

Marital Status : Married Nationality : Filipino Gender : Male

**Religion**: Roman Catholic

## **EDUCATION**

## **Electronic Technology (Vocational Course**

Parañaque City College of Science and Technology

June 2007 - March 2009 (Undergraduate)

## SKILLS

- Understanding of quality management principles.
- Forward thinker.
- Keen attention to detail.
- · Good interpersonal skills.
- Ability to analyze data and understand connections.
- Ability to prioritize.
- · Good communication skills.

## LANGUAGE

Filipino English (basic)

# **EXPERIENCES**

### Kitchen Staff | Shakey's

Salem Complex Domestic Road, Pasay City December 2012 – April 2014

### Duties

- Assist food preparation
- Organizing previously prepared ingredients

# VINCENT JOMAR BOTAIRE

- Assist food preparation
- · Organizing previously prepared ingredients
- · Washing dishes
- Maintaining the cleanliness in kitchen

### Scanman/Warehouse Personnel | 2GO Express

2GO Multinational Warehouse, Parañaque City September 2017 – February 2019

#### **Duties:**

- · Tallying scan from items you receive to excel sheet
- · Completes shipments by processing and loading items
- · Knows how to sort different items or products
- Knowledge of warehouse management systems for efficient tracking.

### **Encoder | WBridges Manpower Corp.**

4F Five E-Com Center, Harbor Drive Complex, Mall of Asia – Pasay City 1300 Metro Manila, Philippines February 2020 – March 2023

### **Duties:**

- Ensuring data is backed up
- Informing relevant parties regarding errors encountered
- · Checking the information quality of documents
- Organize and maintain files and databases ensuring all records are up-to-date and easily accessible.

### Data Analyst | 7Prime Tech Inc.

10F eWest Pod. Eton WestEnd Square, Yakal Street, corner Chino Roces Ave. Makati City, 1203 Philippines September 2023 – July 2024

### **Duties:**

- Collecting and analyzing data to identify patterns, trends, insights, and solutions
- Identify the data you want to analyze
- · Collect the data
- Clean the data in preparation for analysis
- Analyze the data
- Interpret the results of the analysis

# **CHARACTER REFERENCES**

Mr. Jerome Gatchalian Subject Matter Expert IQOR Philippines

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Mr. Antonio Rivera Jr.

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