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EDUCATION

BSIT, Bachelor of Science in
Information Technology

**Cotabato Foundation
College of Science and
Technology**, Doroluman,
Arakan, Cotabato

SHARIFF M. BIANG

PROFESSIONAL SUMMARY

To secure a challenging position that utilize my skills and knowledge, while allowing me the opportunity to grow professionally.

SKILLS

- Sales and Trading
- Customer Service
- Data Entry
- Microsoft Office
- Time Management
- Hard work and Dedication

WORK HISTORY

July 2021 – August 2022

MacDonald's - Service Crew, Cotabato City, Philippines

- Provide outstanding customer service and taking order
- Maintain the area by cleaning all the tables, floor and restrooms.
- Prepared food for customers and delivered in a timely manner.
- Responsible for answering staff questions and accuracy responding to customers.

January 2020 - March 2021

Cesar Hardware – Sales Man, Lambayong Sultan Kudarat

- Greet customer and provide them with information on their required product.
- Order, receive and record the receipt and issuance of supplies.
- Maintain the tagging and recording of the items.
- Retrieve customer's order from stockroom.
- Organized and setup merchandise display.

June 2019 – January 2020

MSWDO LGU – Data Entry, Lambayong Sultan Kudarat

- Correct, verify and delete non required data and combined data from several different sources.
- Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders and optical scanner.
- Compare data to source documents to ensure accuracy.