

AMADO P. MEDIANA JR.

Discovery Garden, Dubai

E-mail: mediana.amado09@gmail.com

Tel Number: 058 214 7443



CAREER OBJECTIVE:

To achieve professional excellence that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education.

SKILLS SUMMARY:

- ❖ Knowledgeable in all computer application.
- ❖ Friendly, approachable, flexible and trustworthy.
- ❖ Good eye for merchandising displays and promotions.
- ❖ Resourceful, effective at multi-tasking.

EMPLOYMENT HISTORY:

Bench (Naga Branch)

Shop Assistant - Jan. 2016 - Dec. 2016

- ❖ Greetings customers who enter the shop.
- ❖ Assists shoppers to find the goods and products they are looking for.
- ❖ Answers queries from customers.
- ❖ Reports discrepancies and problems to the supervisors.
- ❖ Keep the store tidy and clean, this includes hovering and mopping.
- ❖ Responsible dealing with customer complaints.
- ❖ Responsible for putting the price tags.
- ❖ Assists to received delivery of large amount of stocks.

Metropolitan Naga Water District

Office Helper - Jan. 2015 - Dec. 2015

- ❖ Received/Greet Visitors and colleagues.
- ❖ Picking-up and delivering items.
- ❖ Collecting and mailing correspondence.
- ❖ Maintain supplies by checking stock to determine inventory levels.
- ❖ Placing and expediting orders, verifying receipt, stocking items, delivering supplies to work stations.
- ❖ Provides assistance to all the staff, like photocopying and giving office supplies.
- ❖ Makes coffee, tea and offer refreshment to our visitors.
- ❖ Assists filling of importance documents.
- ❖ Checking the office machines from time to time.
- ❖ Maintaining the cleanliness of office, working table, pantry and washroom.
- ❖ Perform other task assigned by superior.

EDUCATIONAL ATTAINMENT:

ELECTRONICS TECHNICIAN
TESDA (2014)

COMPUTER SCIENCE
AMA Computer College (2012-2013)

Naga View Adventist College
Secondary (2012)

PERSONAL PARTICULARS:

Date of Birth : November 9, 1994
Age : 22 years old
Sex : Male
Civil Status : Single
Visa Status : Visit Visa

REFERENCES

Will be furnished upon request.