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| ARJAY DAGUS |

**PROFESSIONAL SUMMARY**

I am a graduate of Bachelor of Science in Business Administration major in Financial Management. I strive to gain professional experience. I am hard-working and thorough person, able to learn quickly.

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| **CONTACT**  **Email:**  dagusarjay03@gmail.com  **Phone:**  +639665330081  +639083402665  **Address:**  Bucayao, Calapan City  **Nationality:**  Filipino  **Date of Birth:**  November 03, 1992  **SKILLS**  Microsoft Office  Photoshop  Illustrator  Administrative  **LANGUAGES**  English  Filipino | **EDUCATION**  **Bachelor of Science in Business Administration**  **CLCC – Institute of Computer Arts and Technology**  June 2015 – March 2019  Financial Management  **Bucayao National High School**  June 2007 – March 2011  **Bucayao Elementary School**  June 2001 – March 2007  **EXPERIENCE**  **Admin Assistant, ASCMC Construction and Supply Trading Inc.**  January 2022 – June 2022   * Prepare payroll every day * Encode manhour rendered by the employee * Printing documents * Timekeeping   **Accounting Assistant Trainee, Westchester Realty Inc.**  October 2021 – January 2022   * Assisting clients with their inquiries * Accepting payments from the clients * Encoding data on the computer based upon the client’s loan   **Service Crew, Jollibee Foods Corporation**  April 2015 – January 2020   * Taking orders, serving food and beverages to the customers * Maintaining cleanliness of dining area at all times * Bussing tables, Outside order taking * Training new employees as a crew trainer |
|  | **COURSES**  **Fundamentals of Digital Marketing, Google Digital Garage**  March 2022  **Standard First Aid Techniques and Basic Life Support,**  **Provincial Disaster Risk Reduction and Management Office**  Feb 2017  **Building Ideas and Career for Business and Hospitality and Industry**  September 2015  **INTERNSHIPS**  **Student Intern, Banco De Mindoro**  July 2019 – September 2019   * Sorting out documents alphabetically * Encoding data * Photocopying documents   **REFERENCES**  **Indira Lanzanas**  Jollibee Foods Corporation, +639989448425  **Francis Lalusin**  Jollibee Foods Corporation, +639083434355  **Harold Isla**  ASCMC Construction and Supply Trading Inc., +639165617068 |