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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 OfficePhotoshopIllustratorAdministrative**LANGUAGES**EnglishFilipino | **EDUCATION****Bachelor of Science in Business Administration****CLCC – Institute of Computer Arts and Technology**June 2015 – March 2019Financial 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
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|  | **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 |