



ARNEL DE LEON SINADHAN

Upper Citadel, Pittsburgh Street. Barangay Dela Paz Antipolo City
0915-049-8926
arnelsinadhan19@gmail.com

Work History

CSR1/BPO1

Teletech (September 23, 2021 – August 15, 2023)

Providing customer service through emails, and live chats. Accurately enter customer data and maintain customer records. Meet and exceed performance targets and goals set by the company.

Manager

Squad Buffalo Wings (September 2020 – September 2021)

I oversee the day-to-day operations of the restaurant, including managing staff, preparing and serving food, and maintaining the physical facility. Monitor and analyze business performance, identify areas for improvement, and develop and implement strategies to increase revenue and profitability.

End packer/Weigher

Hizon Laboratories Inc. (November 2016 – September 2019)

Examine the medicine's external components, such as the labels, packaging, and expiration date. I must place the medicine on a corrugated box after carefully checking it, then weigh each box to confirm the quantity and caliber of the goods.

Kitchen Crew

McDonalds 409 (July 2014 – May 2016)

As a service crew at Mc Donald's, I provide excellent customer service, greet customers with a smile, and provide friendly service. Ensure that all food items are cooked and served at the correct temperature and quality. Maintain a clean and organized work area, including cleaning equipment, counters, and floors.

Trainings

Refocus

Web Development

January 2023 – July 2023

Net Acad Online Course

PCAP: Programming Essential in Python

November 2022

MindTech Trainings and Development Institute Inc.

Web Development

September 2021 – October 2021

Character Reference

Harlene Hipe

CSR11 Teletech/ADP

0977-277-2804

Lalyne D. Sinadhan

Treasury Assistant Shopping Center Management Corporation.

0995-195-6544

Junel A. Pelagio

Warehouse Man Hizon laboratories Inc.

0935-872-0213

Objectives

Passionate about pursuing a profession in a field similar to my academics, despite lacking prior industry experience. Armed with strong customer service skills and a knowledge in HTML, CSS, JavaScript, and React, along with proficiency in office tools, data entry, and basic computer troubleshooting, such as network, hardware, and software. I am eager to contribute my technical aptitude and quickly adapt to new challenges within the IT domain. Seeking an opportunity within an organization that values growth and is willing to invest in developing my skills and expertise, allowing me to excel and make meaningful contributions to the team and organization.

Educational Background

ICCT Colleges

2019 – December 27, 2022

Bs (Information Technology)

V.V. Soliven Ave. II Cainta, Rizal

Antipolo National High School

2010 – 2014

Olalia Rd. Barangay Sta. Cruz Antipolo City

Dela Paz Elementary School

2004 – 2009

Barangay Dela Paz Antipolo City

Personal Information

Gender	: Male
Birthdate	: September 18, 1997
Birthplace	: Negros Occidental
Religion	: Iglesia Ni Cristo
Marital Status	: Single
Height	: 5'5
Weight	: 83Kg

Hard Skills

Html
Css & Sass
JavaScript
React

Soft Skills

Basic Computer Troubleshooting (Network, Software, And Hardware)
Communication And Written Skills
Proficient In Office Tools Like Word, PowerPoint, Excel
Flexibility
Multi-Tasking Skills