



# John Xavier Delos Santos

## My Contact

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☎ 09097244777

📍 Caysio, Santa Maria, Bulacan

## Hard Skill

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- Knowledgeable in Microsoft Office
- Teamwork and collaboration
- Critical thinking and problem solving
- Time-management skills
- Basic computer literacy skills.
- Knowledgeable In HTML, CSS and PHP

## Soft Skill

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- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

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- Universidad De Manila  
*Bachelors in Industrial Technology, Major In Computer Technology*  
School Year: 2019-2022
- Fortunato F. Halili National Agricultural School  
*Accounting and Business Management Strand*  
Completed in 2018
- Saint Mary Village Elementary School  
*Primary Education*  
Completed in 2012

## Career Objectives

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Seeking a challenging opportunity where I will be able to build and utilize my skills, educational background and ability to work well with people, which will allow me to grow personally and professionally.

## Work Experience

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### Food Panda Philippines | Delivery Rider 2021 – Present

Key responsibilities:

- Manage time effectively to make deliveries on time, maintaining high customer satisfaction and building brand reputation
- Completed food deliveries in a timely manner and guaranteed customers received a positive, memorable experience
- Leveraged GPS system and navigation app to determine and follow the most efficient routes
- Drive safely in all types of weather and follow traffic laws to protect company property and the general public

### Contrade Integrated Depot | Office Staff 2018 – 2019

Key responsibilities:

- Regularly operated copy machine, printer, fax machine, paper shredder and other office appliances
- Properly filed receipts, reports and documents and maintained record system to ensure files were kept up-to-date and easily accessible
- Update Excel spreadsheets and inventory tracking database to ensure accuracy

### EMR Accounting Service | On the Job Training 2017

Key responsibilities:

- Analyzed financial data
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.