

Jimmy Refugio

📍 Rodman St. Brgy Batasan Hills Quezon City
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Education

2013 – 2017	ICCT Colleges, Inc., Bachelor of Science in Information Technology
2009 – 2013	Batasan Hills National High School, Secondary Education
2003 – 2009	Batasan Hills Elementary School, Primary Education

Skills

Programming Language <i>Visual Basic and Python</i>	● ● ● ● ●	Troubleshooting <i>Computer Hardware and Software</i>	● ● ● ● ●
Proficient in Microsoft Office <i>Microsoft Excel and Microsoft Word</i>	● ● ● ● ●		

Professional Experience

2017 – present	Dayanan International Business Consultancy Services Inc, Liaison Officer, Payroll Assistant, Accounting Assistant ☑
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Positive Traits

- **Fast Learner**
- **Can work under pressure**

References

- Adelyn Tabacon**, *Visa Specialist*
09087887701
- Gemma Dayanan**, *Payroll Specialist*
09178222564
- David Elefant**, *Business Consultant, Marketing Manager*
09178125014