

BRYAN P. BELOSO

Address: LP6 #12 Charlotte Street, St. Joseph, Trinidad.

E-mail: bryanblizzard@yahoo.com

Contact #: 356-5408 (m)

CAREER OBJECTIVE

- To be efficient and productive in a position including that of clerical work where knowledge and experience will be gained and utilized in my future career.
- To assist towards the development and progress of the company by performing my assigned duties.
- To positively contribute to your company by fulfilling the organizational objectives and continuously developing my skills.

ACADEMIC HISTORY

2014 – **Present**, University of the West Indies

Pursuing a degree in BSc. Information Technology

2012 – 2013, University of the Southern Caribbean

Pursued a degree in BSc. In Computing (Software Systems Emphasis)

2007 – 2011, Central Philippine University High School

Graduated and Received a High School Diploma

2000 – 2007, Sambag Elementary School, Iloilo City, Philippines

Graduated and Received an Elementary Diploma

PROFESSIONAL STRENGTHS

- Detail oriented, efficient and organized
- Excellent coordination skills
- Highly trustworthy and ethical
- Able to work flexible hours
- Capable of serving customers politely
- Ability to work with little supervision

COMPUTER LITERACY

- Can work with minimal supervision in Microsoft Visual Basic, HTML, Java Script, AutoCAD Drafting
- Microsoft Office Word, Access, Adobe Photoshop, Microsoft Office PowerPoint, Microsoft Office Excel, Publisher, Internet Surfing
- Familiar with Java Programming, C, and C++

INTERESTS

- Technology, Computer Systems and Software's
- Computer Programming, Game Developers, and Artificial Intelligence
- Languages (English, Tagalog/Filipino, Spanish, Japanese)
- Swimming(Received a Certificate Mariner 1, 2, 3, and 4)

WORK EXPERIENCE

➤ Customer Service Representative

- Nigel R. Khan Bookseller LTD
Trincity Mall
May 22, 2014 – Sept 01, 2014
- Entertain and assist customers
- Cleans the store before it opens and after it closes
- Cashier(Knowledge of closing off and open balance)
- Prepare coffee for the customers
- Responsible for filling empty shelves and stock taking

CHARACTER REFERENCES

- **Mrs. Lenore Alexander**
Human Resource Manager of Niger R. Khan Bookseller LTD
(868) 658-6019 Ext.101 / 713-9515(m)
- **Mr. Nigel R Khan**
Head of Nigel R. Khan Bookseller LTD
(868) 682-2192

- **Mr. Porferio A. Anino Jr**

Project Manager (NIDCO)

(868)706-0986 / (868) 476-4168

PERSONAL

Available to start work immediately.

Willing to work overtime and shift.