



KHRISTIAN PAUL Q. DERA



Contact



#130 Sampaguita St. OMPHV La Huerta
Parañaque City



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Skills

- Adobe Photoshop, Microsoft Office
- Computer Assembling and troubleshooting some hardware problems.
- Troubleshooting LAN and Network Connection
- Speed Typing atleast 82 wpm

Operated cash register and handled transactions efficiently, including processing payments and issuing receipts.

Managed cash drawer and performed end-of-shift cash reconciliation, balancing cash and credit transactions with minimal discrepancies.



OBJECTIVES

To acquire valuable knowledge and skills to complement those that I have learned from School, Apply the relevant theories of IT Profession and Code of Ethics into practice. In return, I offer my service and determination to be an asset to your company



Education

Primary: La huerta Elementary School (2007-2013)

Secondary: Paranaque National High School (MAIN) (2013-2017)

Senior high school: GOTEC International business school (GOTEC-IBS) (2017-2019)

College : Polytechnic University of the Philippines (sophomore)



Work Experience

Position: employee

Company: Convience store (7 -ELEVEN)

Dates of Employment: 2022-2023

- **Customer Service:** Provided outstanding service to customers, including greeting them, assisting with product inquiries, and handling returns or complaints.
- **Cash Handling:** Operated cash register, processed sales transactions, and ensured accurate cash handling, including managing cash and credit card payments.
- **Inventory Management:** Monitored and managed inventory levels, restocked shelves, and conducted regular inventory checks to maintain stock availability and reduce shortages.

Position: Visual assistance data entry

Company: UPWORK (WEBSITE)

Dates of Employment: 2023

- **Data Input:** Accurately entered data into databases, spreadsheets, or other systems, ensuring correct and timely processing of information.
- **Data Verification:** Reviewed and verified data for accuracy and completeness, correcting errors or inconsistencies as needed.
- **Data Management:** Maintained and updated records, ensuring data integrity and accessibility for relevant stakeholders.



Personal Background

Gender: Male

Date of birth: December 27, 1999

Age: 24yrs. Old

Height: 5'6"

Language can speak/write: Filipino and English

Civil Status: Single

CHARACTER REFERENCES:

Ms. Maricel Felipe

Resort world manila cashier

09273605655

I hereby certify that all above information is true and correct and competent to my knowledge and ability.

Applicant's Signature