

Ruby Anne L. Supan

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Educational Background

Tertiary Education

School Year 2008-2010

Ladderized Education Program for BSCS

Bachelor of Science in Computer Science

(TESDA ACCREDITED)

Kolehiyo ng Lungsod ng Lipa

Lipa City Batangas, Philippines

Work Experience

CS Representative Support/Secretary

Sadiq Yusuf Yaqoob Yusuf (SY Real Estate)

Sanabis, Kingdom of Bahrain

April 30, 2018 – Present

- Handles customer orders, confirms, and answers inquiries.
- Prepares Cleaner's and Driver's Schedule.
- Prepares receipts for each order and contracts for customers.
- Handles customer and cleaner's complaint.
- Prepares month-all end report.
- Directly report and communicate with the Supervisor / Manager with any concerns and issues affecting the Division's Daily Operation.

Salesman/Cashier

Lalita Fashions Co S.P.C.

Lulu Center, Manama Kingdom of Bahrain

April 30, 2016 – April 29, 2018

- Greet customers at the store and provide them with information on their required products.
- Lead customers to desired shelves or aisles and assist them in locating products.
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments and managing transactions with customers whether in cash or credit.

Line Assistant Leader

Epson Precision Phils. Inc.

Malvar, Lipa City Batangas, Philippines

December 12, 2011 – April 15, 2016

- Assist the Line Leader and Assembly Line Workers.
- Assist and give orders and instructions to assembly line workers so that each member of the production line is aware of what they need to do and what they're responsible for to maximize quality and productivity.
- Set up Production Line before and after the shift.

- Identify Production Line issues, find ways to resolve them and discuss the issues with the Line Leader / Supervisor so that deadlines are still met without compromising quality.
- Ensure that all members of the team follow company policies and that healthy and safety regulations are being enforced to meet safety compliance.
- Ensure that all deadlines are met with good and high quality.

Cashier / Receptionist

Byte Me! Cyber Café

Lipa City Batangas, Philippines

October 01, 2008 – September 30, 2011

- Keep records of computers for rental availability, manually or using computers.
- Assist customers for all the concerns and issues.
- Compute bills, collect payments, and make change for guests.
- Responsible in remittance of Daily and Monthly Income Sales.
- Plan, schedule or supervise the work of other employees.

Additional Information

Age	:	29 yrs. old
Date of Birth	:	October 08, 1991
Nationality	:	Filipino
Passport Number	:	P5001441B
CPR	:	911031359
Languages	:	English / Tagalog

Reference will be available upon request.