

Robert Jay C. Caindoc

Sto. Nino Street, Brgy. Poblacion, Albueria, Leyte

Mobile No: 0928 960 8442

Email: robertjaycaindoc@gmail.com

PERSONAL INFORMATION

Full Name: Robert Jay C. Caindoc
Gender: Male
Date of Birth: January 23, 1999
Age: 21
Nationality: Filipino
Marital Status: Single
Occupation: Fresh graduate
Interests: Business, Politics,
watching documentary films, History



CAREER OBJECTIVE

I am a fresh college graduate seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills and abilities in the field of business.

TECHNICAL SKILLS

- Microsoft Office (MS Word, Excel, Powerpoint, Internet, etc.)
- Financial Statements preparations
- Basic Accounting Management

PERSONAL SKILLS

- Highly organized and efficient
- Excellent written and verbal communication
- Ability to work independently or as a part of a team
- Proven leadership skills and interpersonal skills

EDUCATIONAL BACKGROUND

Bachelor of Science in Agribusiness (2015-2020)

Visayas State University - Main Campus

Visca, Baybay City, Leyte

ACHIEVEMENTS/RESPONSIBILITIES

- **Vice President**, VSU Society of Agribusiness Students (2019-2020)

REFERENCES

Will be provided upon request.