

CHRISTIAN ALKUINO SANTOS

Address: Brgy. Sto.Rosario, Baybay City, Leyte,
Philippines, 6521

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PERSONAL INFORMATION:

Age : 33 yrs.old.

Birthdate : February 2, 1987

Civil Status : Married

Height : 5'7ft

Weight : 75kls

CAREER OBJECTIVE

- To get a job that is suited to my ability and experience, which will lead to a productive and successful employee.

EXPERIENCE

September 14, 2020 at Present

J&T Express Philippines

N.L Fernandez St, Baybay City, Leyte
Sprinter/Delivery rider

January 28, 2018 to March, 2020

Manage own business

Food Stall

VSU Market, Baybay City, Leyte, Philippines

June 15, 2017 to Dec. 18, 2017

Administrative Document Processor

- Data Encoder (Proficient in Microsoft Word, Excel and PowerPoint applications);
- Receive & Release Office Documents;
- Handling external and internal communication and management Systems;
- Organizing, arranging and sorting of office documents;
- Conduct transactions to Government Offices; and
- Perform other Clerical tasks.

Belcris Foods, Inc.

Plaridel St. Alang-Alang Mandaue City, Philippines

Jan. 27, 2017 to May 20, 2017	Server Crew <i>The Social bar and restaurant</i> <i>Ayala center, Cebu City, Philippines</i>
Feb. 2015 to Dec. 2016	Assistant Bar Captain <i>Mirth Restobar</i> <i>Baybay City, Leyte Philippines</i>
July 2011 to Dec. 2011	Service Crew <i>Market-Market SM Foodcourt</i> <i>Taguig City, Manila Philippines</i>
Jan. 2012 to Oct. 2012	Fry man and service crew JC Foodspot <i>Baybay Branch</i> <i>Baybay City, Leyte Philippine</i>

EDUCATION

Year 2006	Associate of Computer Technology Franciscan College of the Immaculate Conception Baybay City, Leyte, Philippines
Year 2005	High School Franciscan College of the Immaculate Conception Baybay City, Leyte, Philippines
Year 2000	Elementary Baybay South Central School Baybay City, Leyte, Philippines

TRAINING

Year 2019	Cyber Security Training Visayas State University VSU Baybay City, Leyte, Philippines
Year 2016	NC II in Bartending Franciscan College of the Immaculate Conception Baybay City, Leyte, Philippines
Year 2008	NC II in Commercial Cooking-Culinary Arts

Franciscan College of the Immaculate Conception
Baybay City, Leyte, Philippines

PERSONAL TRAITS

Responsible
Open Minded

Motivated
Hardworking

Honest
Efficient

SKILLS

- Document Processing
- Proficient in Microsoft Word, Excel and PowerPoint applications
- Excellent Organizational Skills
- Excellent Communication Skills
- Bartending / Cooking Skills
- Driving skills
- Time Oriented
- Creativity

CHARACTER REFERENCE

TERESITA GAJES

Bartending Instructor

FCIC-TESDA

Contact Number: 09355344400

NAJI JUNTILLA

HR Manager

Belcris Foods, Inc.

Contact Number: 09772135920

LOUELLA CHAN AMPAC

Finance Director

Visayas State University

Contact Number: 09175423297