



ARJAY M. ARCAYAN

APPLICANT

About Me

I am an independent thinker, always keen to complete tasks on time. I enjoy having responsibilities and am always eager to assist others in reaching their objectives. I take pleasure in being a team player and want to add my abilities to my team's success. In the future, I want to be a teacher because I enjoy teaching and to imbued knowledge and skills relevant to them in order for me to give back to my community. As of now my goal is to work for a corporation in any field available for I am enthusiastic about the opportunities to work with any rising firm with a fantastic cause. In this way, I can assist this firm to succeed in order to achieve a common goal

Experience

Jollibee Drive Thru 2018

Senior Cashier

A head cashier, sometimes known as a senior cashier, is in charge of the cashier personnel and the general operations of a retail business. Addressing staff and customer complaints or requests, ensuring all registers have the right amount of cash at all times, and resolving pricing checks for consumers.

Yamwil's Pasalubong Center 2019-2020

Inventory and Packaging

As part of inventory, my duties include making sure that all incoming and outgoing stocks are segregated, organized, and recorded according to the specific product that was delivered and arrived, keeping track of stocks that has been sold off daily, producing a daily sales report, and frequently checking for discrepancies. I am responsible for packing items for out-of-town clients and walk-in customers, receiving, unpacking, and arranging incoming stocks in their shelves.

Education

2012 **Linao Central School**

- Fast Achiever
- Most Corteous

2016 **New Ormoc City National High School**

- With Honors
- Service Awardee

2018 **Ormoc City Senior High School**

- With Honors
- Service Awardee

2022 **Eastern Visayas State University - Ormoc Campus** **Bachelor of Physical Education**

- Cum Laude
- Good Governance Award (Chairman on Communication and Archives)
- Most Outstanding Student of The Year 2022 (2nd Runner -Up)
- Student - Athlete of the Year
- Leadership Award

Contact

Phone

09512681709

Email

arcayana697@gmail.com

Address

DSWD, Brgy. Tambulilid,
Ormoc City

Expertise

- Crafting
- Graphic Design
- MS Literate
- Computer Literate
- Leadership

Language

Filipino
English

Reference

Mr. Fernando A. Bornasal, Jr.
EVSU - OC Instructor

Phone

09480491685

Dr. Guillermo M. Sodomia
EVSU - OC Cultural Head/Instructor

Phone

09088731988