



## **ELMER H. MAZON**

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### **Personal Details:**

**Date of Birth:** 22<sup>nd</sup> September 1997

**Gender:** Male

**Marital Status:** Single

**Nationality:** Filipino

**Passport No:** P1835224B

**Visa Status:** Employment Visa

**Validity:** August 18, 2024

### **Languages Known:**

- English
- Filipino

### **Interests:**

Singing, Dancing, Cooking, Playing Volleyball and Badminton & Reading.

## **CAREER OBJECTIVE**

A driven individual who is focused on performance as well as results, and who is able to provide an accurate and efficient service to all staff within an office environment and to apply my specialized knowledge & skills in a challenging position whereby my interest and talent can be utilized and developed, in order to benefit the company and assist in my career development within the organization and to seek a job that gives me a chance to express myself.

## **WORK EXPERIENCE DETAILS**

### **• MOHANS ENTERPRISES**

F/2 Marklin Bldg. 7837 Bakawan St. San Antonio Village Makati City, Philippines

Date of Employment: August 2017 – August 2018

Position: **Office Assistant**

#### **Job Description and Responsibilities:**

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to request or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

### **• IN TIME SUPERMARKET**

789-791 Ongpin St. Binondo Manila, Philippines

Date of Employment: September 2018 – October 2019

Position: **Encoder – IT Back Office**

#### **Job Description and Responsibilities:**

- Preparing and sorting data for computer entry
- Reviewing data to make sure its accurate before entering it in the system
- Entering data from paper to a computer data entry system
- Maintaining the system and ensuring all information is correctly recorded
- Completing data backups
- Filing and making paper copies
- Checking your work for errors or duplicate entries
- Reporting errors to management
- Keeping records of data entry and database information

### **• PALAWAN EXPRESS PERA PADALA – PALAWAN PAWNSHOP**

Calapan City Oriental Mindoro, Philippines

Date of Employment: November 2019 – December 2020

Position: **Cashier II / Branch Associate**

#### **Job Description and Responsibilities:**

- Handles branch transactions such as remittance, pawning, insurance and other non-pawnshops products

- **LULU GROUP INTERNATIONAL INC. / LULU HYPERMARKETS**

Lulu Hypermarket LLC Branch Abudhabi - 2

Date of Employment: August 2022 - Present

Position: **Sales Person**

**Job Description and Responsibilities:**

- Greet customers
- Help customers find items in the store
- Check for stock at other branches or order requested stock for customers
- Provide customers with Information about items
- Ring up purchases
- Elevate complaints to management
- Keep track of inventory

**Summary of skills:**

- Consistently striving for continuous improvement whilst ensuring a high level of professionalism.
- Can work collaboratively and communicate effectively with team members at all levels.
- Treating all staff consistently and without prejudice and respect to everyone.
- Possessing an enthusiastic management style that keeps all staff engaged.
- Logical, passionate and determined when approaching problems.
- Has strong work ethics and willingness to work hard to achieve employer's objectives.
- Self-correspondent's skills, computer literate, MS office, excellent communications (written and oral)
- Customer relationship management skills.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.
- Knowledge of principles and practices of basic office management.

**ON THE JOB TRAINING**

**DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT**

Capitol, Camilmil Calapan City Oriental Mindoro, Philippines

(June 2006- March 2007)

**ACADEMIC QUALIFICATION**

<b>Qualification</b>	: Bachelor's / College Degree
<b>Field of Study</b>	: Bachelor of Science in Information technology ( <b>Cum Laude</b> )
<b>Institute / University</b>	: MinSCAT (Mindoro State College of Agriculture and Technology, Calapan City Campus
<b>Graduation Date</b>	: April 2018

Reference available upon request.

