

JAY FORD CLINTON M. GOLOSINO

🏠 Orange Villa 11, 44B street, Hor Al Anz, Diera, Dubai

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PERSONAL PROFILE

With a rich and diverse background in account management, I bring extensive expertise in performing and assisting with various accounting tasks, particularly in the meticulous printing of student accounts' financial statements. My experience includes collaborating seamlessly with the Officer In-Charge to ensure the smooth execution of diverse responsibilities within the accounting domain. Proficient in financial transactions, I excel in the precise collection of payments and the issuance of receipts, demonstrating a keen attention to detail and a commitment to financial accuracy. Furthermore, my versatility extends to customer service roles, where I have excelled in greeting customers, managing transactions, and maintaining an organized and clean store environment. My adeptness in restocking shelves and handling order shipments further underscores my commitment to ensuring a seamless and efficient retail experience. With a proven track record of excellence in both financial and customer service capacities, I am well-equipped to contribute effectively to any dynamic work environment.

EDUCATION

Adventist University of the Philippines

Putting Kahoy, Silang, Cavite

Bachelor of Science in Accounting Technology 2021

Agusan National High School

A.D Curato St., Butuan City

8600 Agusan Del Norte

Graduated 2012

Butuan City Mission Academy

8th St. J.P Rizal, South Dr, Butuan City

8600 Agusan Del Norte

Graduated 2008

WORK EXPERIENCE

2020-2023

Accounting Clerk

Negosyanteng Bagets Pharma & Medical Supplies Trading

Block 45, Lot10, Phase 3, Suntrust Verona,

Brgy. Hoyo, Silang Cavite

2019-2020

Purchasing Officer

AUP Purchasing Department
Adventist University of the Philippines
Puting Kahoy Silang, Cavite

2017-2018

Student Account Assistant

AUP Accounting Department
Adventist University of the Philippines
Puting Kahoy Silang, Cavite

2014-2017

Purchasing Officer

AUP Purchasing Department
Adventist University of the Philippines
Puting Kahoy Silang, Cavite

2012-2013

Cashier, Merchandiser, Sales Utility Clerk

AUP University Store
Adventist University of the Philippines
Puting Kahoy Silang, Cavite

CHARACTER REFERENCE

Available upon request.