

## JAY FORD CLINTON M. GOLOSINO

🏠 Orange Villa 11, 44B street, Hor Al Anz, Diera, Dubai  
☎ : 0524274668 / 09333475965  
✉ : jayfordclinton.golosino@gmail.com



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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**

Puting 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**

8<sup>th</sup> St. J.P Rizal, South Dr, Butuan City

8600 Agusan Del Norte

Graduated 2008

## **WORK EXPERIENCE**

**2020-2023**

***Sales Representative Agent***

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.*