

# JERLY GASTA PIOQUINTO

## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY



### PERSONAL DATA

Date of Birth: November 24, 1996  
Age: 28 Years Old  
Place of Birth: Alabel Sarangani Prov, Philippines  
Current Address: Deira, Dubai  
Gender: Female  
Civil Status: Married

### CONTACT

Mobile Number

**+971545885340**

Email

**irlnpioquinto@gmail.com**

### Skills

- ❖ Initiative Skills
- ❖ Fast Learner
- ❖ Computer Literate
- ❖ Communication Skills
- ❖ Adaptability
- ❖ Perseverance
- ❖ Computer Skills using Microsoft Office like;
  - ✓ MS Word
  - ✓ MS Excel
  - ✓ MS Powerpoint

### Objectives

Pursuing opportunities that will allow me to grow up professionally, while effectively utilizing my knowledge and versatile skills that is set to promote your corporate mission and the organization's goals.

### Educational Background

Tertiary	2013-2017	AMA Computer Learning Center
Secondary	2009-2013	Alegria National High School
Primary	2003-2009	Alegria Central Elementary School

### Work Experience

**2023-Present    HR Executive    Global Exchange, Naif St., Deira, Dubai**

Responsibilities: Managing employee records and details, assisting the company operations team for the performance appraisal process, and performing other duties as assigned.

**2022-2023    Data Analyst    KCC Mall of Gensan, Philippines**

Responsibilities: Working with data across sales, inventory, operations and marketing to generate reports and insights for the team. Doing data admin tasks to support the team including data clean up and organizing reports.

**2014-2015    Student Assistant    ACLC Gensan, Philippines**

Responsibilities: Participation in marketing events, encoding students file, basic Photoshop tasks, and helping in event tabulation.

### Training and Seminar Attended

- OJT – Shell Gasoline Station Acharon
- Basic HTML Seminar – Hub88 GSC
- Digibayanihan – Mabuhay IT Park
- UAE Labor Law – FERG-HAYFORD
- Ethics & Integrity – FERG-HAYFORD