

Jayson Vale Limpin

1686 Villa San Jose, Marawoy, Lipa City Batangas
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To be part of the company that indulges my professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

Personal Skills:

- Hard working, flexible, eager to learn and accept new idea
- Willing to accept challenges and responsibilities
- Confident, Attentive, Accurate and Cooperative

Work Experience:

Position : Production Operator
From : Dec 20, 2021 up to present
Company : Brother Industries Philippines
Location : Sto. Tomas, Batangas Philippines

Functions:

- Packaging finished product; must keep the product safe during shipment between the manufacturing facility and retailer.

Position : Office Assistance
From : May 29, 2015 up November 30, 2020
Company : **AL KTTBI & ASSOCIATES CHARTERED ACCOUNTANTS**
Location : Star House Bldg. Mezzanine Floor,
Office No. 3 Sheikh Zayed Rd, 2nd Interchange, Al Qouz 1

Functions:

- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- Maintains office schedule by picking-up and delivering items using public transportation.
- Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
- In charge for double checking the figures and total amount of the balance sheet from the auditors.
- In charge for biding the final audit report.



Position : Pipe Fitter
From : January 2012 to December 2014
Company : **MMG (Mohammad al Mojil Group)**
Location : KSA – Kingdom of Saudi Arabia

Position : Pipe Fabricator
From : Jun 2007 to September 2011
Company : **CCIC (Consolidated Constructors International Company)**
Location : Ras Laffan Industrial State of Qatar

Position : Packaging
From : March 03, 2003 to June 03, 2004
Company : **Nestle Lipa Factory**
Location : Banay - Banay, Lipa City

Position : Material Handler
From : January 14, 2005 to June 14, 2005
Company : **Sohbei Kohgei Philippine Inc.**
Location : LIMA Technology Center, Malvar, Batangas

Position : Packaging
From : July 02, 2005 to December 20, 2005
Company : **Epson Precision Philippine Inc.**
Location : LIMA Technology Center, Malvar, Batangas

Position : Packaging
From : March 29, 2006 to September 09, 2006
Company : **Jideco Manufacturing Philippine Inc.**
Location : LIMA Technology Center, Malvar, Batangas

EDUCATIONAL ATTAINMENT:

AutoCAD Design Course and Training Program Information
Filipino Institute, Al Batha Building
Completed - June 2018 (Graduated)
Sharjah U.A.E

High School Diploma
Inosluban, Marawoy National High School
Completed - 2001 (Graduated)
Marawoy, Lipa City, Batangas

Personal Information:

Civil Status : Married
Date of Birth : 26 June 1984
Gender : Male
Other Skills : Proficient in Microsoft, Excel, Word

DECLARATION: I hereby certify that the above information is true to the best of my knowledge and belief.

Jayson Vale Limpin
Applicant

