



JENITH O. PUPOS

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ADDRESS

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Polomolok
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Philippines

SKILLS

- Online Research
- Microsoft Office
- Data Entry
- Administrative task
- Basic Graphic Design
- Adaptability
- Problem Solving
- Time management

ABOUT ME

- I'm a goal-oriented individual who makes anything I put my mind to success. I am hard-working, motivated and organized. I have the ability to handle multiple tasks and work well under pressure.

WORK EXPERIENCE

Checker / Inspector

Dole Philippine Inc. | May 23, 2011 - September 22, 2012

- Ensured the safety of the product through proper implementation of approved food safety guidelines and standards.

Technical Analyst

Mactan Rock Industries, Inc. | March 2005 - June 2008

- Supervised during projects (chemical cleaning of boilers, condensers, reverse osmosis, system and pipe tanks disinfection and system clean-out) implementation
- Submitted analysis report to customers on time
- Tested water supply for acceptable parts per million of various minerals.

EDUCATION

Bachelor of Science in Chemical Engineering

Notre Dame of Marbel University, Koronadal City
March 2003