



JAYSON BARQUIO LIGAN

CONTACT



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Barangay Lucsuhin,
Calatagan, Batangas

LANGUAGES

ENGLISH ■■■■

TAGALOG ■■■■■■

ARABIC ■■■■

Looking for a position where I can integrate professional strategies to develop and expand my knowledge in a challenging environment where my resourceful experience and academic skills will add value to organizational operations.

QUALIFICATIONS

- Can tolerate and manage high pressure at work place.*
- Can be trained easily.*
- Physically able and healthy.*
- Trustworthy, dedicated and hardworking.*

EDUCATIONAL BACKGROUND

TERTIARY: CENTRO ESCOLAR UNIVERSITY

Mendiola, Manila
Bachelor of Political Science
2006- 2008

BATANGAS STATE UNIVERSITY (ARASOF) CAMPUS

Nasugbu Batangas
Bachelor of Political Science
2008-2010

SECONDARY: OUR LADY OF CARMEL SCHOOL

Poblacion Calatagan, Batangas
2001-2005

PRIMARY: Angelita Zobel Elementary School

Barangay Lucsuhin Calatagan, Batangas
1995-2001

WORK EXPERIENCE

LOCAL GOVERNMENT UNIT

Barangay Lucsuhin Calatagan, Batangas

Barangay Councilor

2007-2009

- Primarily passes ordinances and resolution for the effective administration of the barangay.
- Provide information to the community about the policies and decisions of council, and the community relays it's desires, concerns, and opinions to the council through the councilors.

BURGERIZZER COMPANY

Khalid Bn Waleed Exit 11, Saudi Arabia

Assistant Manager

May 2011-2013

- Helps to coach, counsel, and discipline employees.
- Aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Identifies strategic goals by gathering pertinent business, financial, service, and operations information.
- Assist the Retail Store Manager in planning and implementing strategies to attract customers.
- Coordinate daily customer service operations sales, processes orders and payments.

CORNERSTONE AGGREGATES INC.

Barangay Lucsuhin Calatagan, Batangas

Office Clerk / Purchasing Officer

February – June 2014

- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Collecting, filing and organizing office documents, such as reports and confidential records
- Managing digital document filing, including encrypted documents and email correspondence
- Monitoring office inventory and ordering supplies

CONVERGYS PHILIPPINES (BPO)

Makati, Manila

Sale Specialist

November- March 2016

- Develops and implements sales strategy, new business/membership/client development, retention of clients/members, negotiation of contracts, ous levels within the defined title.

ASEER TIME

Abha, Saudi Arabia

Juice Maker / Cashier

December 2018- February 2022

- Prep fruits and vegetables including cleaning, peeling and cutting.
- Produce, bottle and label fresh juices.
- Properly package, weigh, and label to go meals according to weights-and-measures standards.
- Organize, maintenance and daily cleaning of kitchen and restaurant.
- Resolving customer complaints or issues.
- Putting takeout orders in containers or bags.
- Processing discounts and coupons.
- Greeting customers as they arrive.
- Answering customer questions.
- Assisting with or taking customer orders.
- Booking reservations.
- Upselling and making recommendations.

ARB SPECIALTY COFFEE

Jubail, Saudi Arabia

Barista / Cashier

February 2022 -March 2023

- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specialty beverages.
- Cleaning and sanitizing work areas, utensils and equipment.
- Cleaning service and seating areas.
- Describing menu items and suggesting products to customers.
- Answering customer questions.
- Assisting with or taking customer orders.
- Booking reservations.
- Upselling and making recommendations.

PERSONAL INFORMATION

Age	:	35 years old
Date of Birth	:	August 08,1987
Birth of Place	:	Brgy. Lucsuhin Calatagan, Batangas
Sex	:	Male
Height	:	5'5
Weight	:	65 Kg.
Civil Status	:	Married
Citizenship	:	Filipino
Religion	:	Roman Catholic

I hereby certify that the above information is true and correct.

JAYSON BARQUIO LIGAN
APPLICANT