

JOSEL P. SANTOS

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Minalin Pampanga, Philippines

SUMMARY AND OBJECTIVES

A graduate of Bachelor of Science in Information Technology And has NCII Caregiving seeking a challenging role and opportunities to fully utilize my training and skills while making a significant contribution to the success of the company.

EDUCATION

St. Nicolas College

Bachelor of Science in Information Technology
2010 – 2015

Sto. Rosario National High School

2005-2009

WORK EXPERIENCE

WIPRO / Content Moderator

April 2022 – Present

- Review user-generated content in real time
- Meets the company's standards and community guidelines
- Monitoring user behavior and flagging potential rule violations

Home Care Worker / Caregiver (Part-Time)

January 2021 – January 2024

- Monitoring individual's condition by checking the vital signs
- Help patients with daily tasks such as personal care, meal preparation, and medication

Vifel Ice Plant and Cold Storage / Supervisor

March 2020 – September 2021

- Provide good customer care services by addressing their concern via calls and emails
- Give instructions to office staff, checkers and storage crew
- Make monthly reports

RVP Enterprise (Trucking) / Truck Coordinator

March 2019 – December 2019

- Locate the trucking using GPS and give instructions
- Monitor, and submit daily reports to the company

Starbucks / Barista (Part-time)

May 2019- June 2019

- Make and serve specialty coffee and beverages
- Maintain a clean and sanitized work sanitation
- Contribute to a positive team environment

Royal Cargo / SAP Team leader

October 2015 – December 2015

- Train the office staff using SAP system
- Train the checker and storage crew in warehousing

557 Corporation / Planner- Liquidation Clerk

December 2014 – October 2015

- Plan and liquidate the receipt using SAP system
- Monitor the untransmitted and unliquidated invoice

KEY SKILLS

- Literacy in MS office and MS Excel
- Strong communication
- Flexible to different situation
- Determined and Persistent to learn

CERTIFICATION

- National Certificate II in Caregiving
- 5's Good House Keeping
- Good Operating Procedure Seminar
- CISCO
- CCNA – Networking Routing Protocols Concept