

**JOVELYN MOLAR GASTON**

Road 1111 Block 711 Tubli

Kingdom of Bahrain

Contact No: 3384 7584

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**OBJECTIVE** : Intend to work in a company where I can contribute or help in the progress of the organization as well as performing the company's mission with dedication while gaining skills enhancement and personal growth.

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**PERSONAL INFORMATION**

Name : Jovelyn Molar Gaston  
Date of Birth : April 13, 1995  
Place of Birth : Roxas, Isabela, Philippines  
Age : 25  
Nationality : Filipino  
Marital Status : Single  
Language : English & Filipino

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**EDUCATION**

College – Bachelor of Science in Information Technology  
Isabela State University, Philippines  
Graduate ( 2011-2015)

Secondary – Munoz National High School  
Graduate(2007-2011)

Primary. – Sinamar Elementary School  
Graduate (2001-2007)

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**SKILLS/STRENGTH**

- Computer Literate (Data Entry/Word,Excel, PowerPoint,etc)
- Knowledge on POS machine
- Knowledge in Clerical work (Files/Reports/Documents)
- Experience in product inventory
- Self-motivated
- Hardworking & Trustworthy person

## **WORK EXPERIENCE**

- **Cashier/Sales Clerk**  
December 2015 – February 2016  
Family Meds Pharmacy(Store)– Manila, Philippines
- **Office Staff**  
March 2016 – April 2018  
Family Meds Pharmacy(Office)
- **Office Clerk**  
June 2018 – April 2019  
Talavera Group of Companies – Isabela, Philippines
- **Cashier**  
August 2019 – March 2020  
Al Darwish Market – Tashan, Kingdom of Bahrain