



ARVIN KRISTOPHER SANTOS

PROFILE

Dedicated and reliable professional with over 9 years in the retail industry, seeking to leverage an upbeat demeanor, meticulous attention to detail, and strong communication skills in pursuit of a new career path.

CONTACT

- ☎ 0992-472-0384
- 📍 Montalban, Rizal
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SKILLS

- Microsoft office proficient
- Leadership skills
- Customer service skills
- Public Relations
- Critical Thinking
- Receptive attitude

AFFILIATIONS

- Junior Management Executive
- Business Management Society

REFERENCE

Available upon request

PROFESSIONAL EXPERIENCE

Mercury Drug Corporation

2015 - PRESENT

Pharmacy Assistant

- Provide patient education on medicine in terms of indication, administration, precautions and proper storage for both prescription and over-the-counter medicine.
- Sustain good level of customer service and satisfaction and provide operational efficiency including answering phone calls and manage inventory lists.

EDUCATIONAL BACKGROUND

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Technological Institute of the Philippines - Quezon City
Class of 2015

HIGHSCHOOL DIPLOMA

Roosevelt College Rodriguez - Rizal
Class of 2009

ELEMENTARY DIPLOMA

Eulogio Rodriguez Jr. Elementary School - Rizal
Class of 2005

SEMINARS AND CERTIFICATION

"TESDA National Certificate III in Pharmacy Services"

October 2018

"A Sneak Peak of the Reality"

Junior Management Executive Organization (JMEO) Seminar
30 January 2015

"Preparing Business Leaders towards Regional Integration: ASEAN 2015 and Beyond"

College of Business Annual Conference Seminar
27 February 2014

"Don't Let Yourself Be Stagnant! Collaborate and Push Yourself Out of Your Comfort Zone"

Junior Management Executive Organization (JMEO) Team Building
30 January 2014

"Corporate and Social Responsibility"

July 2011