**Gulfjobseeker.com CV No:** **105414**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

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| **OBJECTIVE** |

To be part of a progressive and enthusiastic company, and be able to apply my knowledge and skills. Contribute to the success of the company through my professional abilities and working ethics.

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| **EDUCATION** |

2009-2013 **BACHELOR OF SCIENCEIN INFORMATION TECHNOLOGY**

STI College Puerto Princesa City, Palawan, Philippines

3rdflr.,CSDBlg. Lacao St., Puerto Princesa City, Palawan, Philippines

2008-2009 **DIPLOMA IN SECONDARY EDUCATION**

Palawan National High School

Mendoza St., Rizal Avenue, Puerto Princesa City, Palawan, Philippines

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| **WORK EXPERIENCES** |

**E-Estate Business Center (Real Estate)**

IT Staff/Online Marketer/Receptionist

August 14, 2013 – September 1, 2014

* Responsible in answering phone calls and emails
* Responsible in monitoring and operating CCTV
* Data Encoder and Cable Networking
* Keep records of customer interactions and transactions, recording details of inquiries, complaints and comments, as well as actions taken.
* Publishing Property Profile to Web Site and updating domain Web Site Server

**GREEN BANK Inc./East West Bank**

Teller(486hrs OJT)

April 2, 2012 – December 20, 2012

* Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
* Enter customer’s transactions into computers in order to record transactions and issue computer-generated receipts.

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| **EXTRA CURRICULAR ACTIVITIES** |

**SEMINARS**

**June 2-6, 2014 Basic GIS Training**

National Mapping and Resource Information Authority

-Completing the Seminar for Basic GIS Training using Manifold System

**April 10, 2013 Client Information System**

Green Bank Inc./East West Bank

-Certificate of acknowledgement Client InformationSystem

**March 24, 2013 Basic Android Programming**

STI College Puerto Princesa City, Palawan, Philippines

-For actively participating in the Seminar/Workshop on Basic Android Programming

**March 5, 2013 1st Provincial ITC Student Summit Provincial Seminar on Computing Digital Logic, and Robotics**

St. Thomas Audio Visual Center, 3rdFlr. SD Bldng, Holy Trinity University, Quezon Street, Puerto Princesa, Palawan, Phil

**-**For completing the Seminar on Computing, Digital Logic, and Robotics.

**December 20, 2012 On the Job-Training Certification of Completion**

Green Bank Inc./ East West Bank

-For having satisfactorily completed the on the Job-Training with this institution with the total of 486 hours.

**Personal Information:**

**Nationality:** Filipino

**Date of Birth:** November 27, 1991

**Gender:** Female

**Height:** 5’4

**Marital Status:** Single