**Antonio** 

**Email:** Antonio.187291@2fremail.com

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**EDUCATIONAL ATTAINMENT :**

 **Tertiary**

Asian College Of Technology ( ACT )

 P. del Rosario St. Cebu City

 **Associate in Computer Technology ( IT )**

October 22, 2010

 **Secondary**

 Little Angels Montessori School

 Corominas Compound, Labangon, Cebu City

 March 28, 2008

 **Primary**

 Punta Princessa Elementary School

 Punta Princessa, Cebu City

 March 2004

**SKILLS AND QUALIFICATIONS:**

Good in oral and written communication in English; Well-versed in computer software like Microsoft Word, Microsoft Excel, Microsoft PowerPoint and ADOBE Photoshop CS3, Web Designing. Self –disciplined, Determined, Responsible, Dedicated, Loyal, Fast-Learner, Analytical, Creative, Highly Motivated, Hardworking, Willing to be Trained and Self Correspondent

**WORK EXPERIENCE:**

**KITCHEN WORK Dubai, UAE**

**Istanbul Flower Restaurant**

**Present**

* **Bread Maker**
* **Salad Maker**
* **Griller**
* **Shawarma**
* **Juicer**

**DATA ENTRY OPERATOR / DATA ANALYST / CALL CENTER AGENT Cebu City, Philippines**

**Affiliated Computer Services ( ACS ) A Xerox Company**

**September 19, 2011 – December 6, 2012**

* **Encode CLAIMS or MEDICAL CERTIFICATES**
* **Operates Data**
* **Manage Health insurance**
* **Typing speed 45 words per minute**

**INTERNET CAFÉ ATTENDANT Cebu City, Philippines**

**Percival’s Internet Café**

**November 10, 2010 – August 8, 2011**

* **Troubleshoots Data**
* **Printing , Editing Pictures**
* **Cashier**

**PERSONAL INFORMATION:**

 **Date of Birth :** November 25, 1991

 **Place of Birth :** Cebu City, Philippines

 **Height :** 5’8

 **Weight :** 110 lbs

 **Religion :** Roman Catholic

 **Sex :** Male

 **Civil Status :** Single

 **Citizenship :** Filipino

 **Visa Status :** Employment Visa ( FREEZONE )

APPLICATION FOR ANY SUITABLE POSITION

Kind Attention: THE HR MANAGER

Dear Sir/Madam:

With reference to the above subject matter, I would like to apply in your esteemed organization.

Throughout my career, I gained sufficient knowledge, sense of professionalism, confidence to perform my duties and experienced of how to interact with different people of different nationalities that is needed to better communication and working here in the Emirates. I believe these capabilities and skills would help me delivery my maximum potential and strength in working.

Herewith is my resume for kind review and looking forward to hear from you.

Yours truly,

Antonio