Araceli

Araceli.2755@2freemail.com

**CAREER OBJECTIVE**

Seeking a position where I can utilize my skills and abilities, enhance my knowledge and capabilities.

**EDUCATIONAL BACKGROUND**

**COLLEGE:** **Polytechnic University of the Philippines**

 **Sto.Tomas Extension**

 Sto.Tomas,Batangas

 Bachelor of Science in Computer Science

 2001-2003

**Secondary:Manuel S. Enverga University Foundation**

 **Candelaria Incorporated**

Candelaria, Quezon

 1996-2000

**Primary:Malakimpook Elementary School**

 Malakimpook SanPascual,Batangas

 1990-1996

**JOB EXPERIENCE**

**Dec. 4, 2013-Dec. 31, 2014:Medical Records Officer**

Hospital

Philippines

* Manage patient’s data
* Maintaining and securing patient’s medical records
* Ensure all the information contained in the patient’s record is complete and accurate

**April 2010-August 2010: PT Cashier**

Waltermart Supermarket

Tanauan,Batangasphilippines

* Receive and disburse money.
* Involved in processing credit or debit card transactions.
* Compute and record totals of transactions.

**April 2006-March 2009: Film Inspector**

Manufacturing Section 9 Electrysta Department

 Nitto Denko Corporation

 Hiroshima, japan

* Inspectioning foreign objects in the material that are visible to the eye that causes poor quality of the film while on process.
* Assisting new employees to familiarize them to the work area and to the work itself.

**Feb.2005-Feb. 2006: Production Operator**

Panasonic Communications Corporation of the Phillippines

Carmelray Industrial Park II

 Laguna, Philippines

* Checking the appearance of the ODD(Optical Disk Drive) in the assembly department.
* Performing the audio check of the drive(ODD).

**June- October 2003: Production Operator**

PilipinasKyohritsu Incorporated

Lipa, Batangas Philippines

* Bundling wires to its specific number before passing it to the next process.

**PERSONAL INFORMATION**

**Age :** 31 years old

**Date of Birth :** June 22,1983

**Nationality :** Filipino

**Sex :** Female

**Civil Status :** Single

**Visa Status:**Tourist Visa

**Residence Location :** Dubai, UAE