**GOAL & OBJECTIVES:**

**To be the best I could be in the field of my chosen career and grow in the light of wisdom, all for the greater glory of God.**

**SKILLS & QUALIFICATIONS:**

* Good in oral &written communication in English & Filipino.
* Proficient in Windows & Excel Application.
* Willing to learn & undergo training.
* Ability to do multi-task.

**WORK EXPERIENCE:**

**Position:** Secretary

I Love Cocco Trading Corporation

Mandaluyong City , Manila Philippines

July 2009 – July 2010

**Duties and Responsibilities:**

* Attending to incoming calls and outgoing calls.
* Generating documents such as Sales Invoice, Delivery Receipts, Inventory Reports.
* Arranging schedules of sales staffs.
* Act as the warehouse custodian, releasing and receiving items.
* Filling of documents.

**Position:** Inventory Clerk

Asiatic Trading Corporation

Zamboanga City, Philippines

January 2011 - July 2011

**Duties and Responsibilities:**

* Taking charge of the incoming and outgoing stock.
* Monitoring of fast moving and non-moving items.
* Making orders from suppliers.

**Position:** Check Payment Clerk

Joan’s Pharmacy

Zamboanga City, Philippines

August 2011 - December 2011

**Duties and Responsibilities:**

* Generating Invoice with discounts, and pull outs.
* Making and Release of checks.

**Position:** Cashier

Abu Dhabi Cooperative Society

United Arab Emirates

May 2012 – Present

**Duties and Responsibilities:**

* Responsible for maintaining excellent customer service.
* Processing day to day cash sales and credit transactions.
* Safeguarding Company assets as per Company standards.

**EDUCATIONAL BACKGROUND:**

**Primary:** Bogabongan Elementary School

Bogabongan Leon B Postigo ZDN. 1994-2000

**Secondary**: Bacungan National High School

Pob. Leon B. Postigo ZDN 2000-2004

**Tertiary:** Bachelor of Science in Commerce

Management Major

Saint Joseph College

Sindangan Zambo. Del Norte 2005-2009

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| **PERSONAL IDENTIFICATION** |

Date of Birth: April 28, 1987

Age: 27 Years Old

Civil Status: Single

Citizenship: Filipino

Height: 5’1

Weight: 52 klg.

Religion: Christian Alliance