**Visa Status:** Tourist Visa

**Objectives**

 To work as a Secretary, Assistant Secretary, Encoder, Clerk or any position that competitive to my qualification which can help me to grow as an individual and give me the opportunity to share my knowledge or my professional ability.

**WORK EXPERIENCE**

* **Encoder**

MARITHON COMPANY

Tuguegarao City, Philippines

January 2015 – June 2015

* Ensure the correct and timely Report
* Encode information accurately and efficiently
* **Secretary**

SUNSHINE MOTOR PARTS COMPANY

Philippines

2011-2012

* Answering incoming and outgoing calls.
* Making Coffee for the clients or guest.
* Maintain clean the office.
* **Office Assistant**

 CANDIES COMPANY

 Philippines

* Typing, Documentation Skills.
* Printing all the documents they need.
* May receive record and/or track incoming payments receipts.
* Operates office equipment such as printers, copy machines.

**Skills/Qualification**

**Interpersonal Skills**

* Hardworking, efficient and team player.
* Able to learn a job/task quickly.
* Creative, have initiative and willingness to learn.
* Work in team environment

**Computer and Other special Skills**

* Microsoft Office 2007-2010(word, power point)
* Basic Editing(video, pictures)
* Fully competent with Email and Internet.
* Computer software installation

**Costumer Service Skills:**

* Effectively communicate with all costumers.
* Handles complaints and other related issues.

**Training:**

Technical Education and Skill Development Authority

Department of labor and Employment

Tuguegarao City, Philippines

* Install computer system and networks.
* Perform Computer Operation.

**Education Background**

**College:**  University of Cagayan Valley, Philippines

**Course:**  Computer Hardware Servicing, NC II

**Year Graduated:** 2013-2015

**Secondary Education:** St. Francis Academy, Philippines

**Year Graduated:** 2006-2010

**Personal Information**

**Age:** 21

**Date of Birth:** March 6, 1994

**Place of Birth:** Philippines

**Hometown:** Philippines

**Religious:** Roman Catholic

**Status:** Single

**Citizenship:** Filipino



**Gulfjobseeker.com CV No:** **1467102**

**Lovely Mae U. Albis**

 Applicant