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**OBJECTIVES**

* To share my knowledge and skills along information technology which includes various windows applications, management information systems, data collection and analysis, web management, among others.
* To work in a team and be part of an organization that grows with the spirit of synergy, unity, cooperation and complementation and puts premium to the value of work ethics as a driving force towards greater productivity and efficiency.

**SKILLS/COMPETENCIES**

* Proficient in communication, both oral and written, in the English language
* Possess acumen in problem-solving and critical thinking; flexible and adaptable to any work environment
* Knowledgeable in various IT tasks like video/picture-editing, Google applications, MS Word, MS Excel, MS Powerpoint , MS Publisher, among others.
* Good at PC troubleshooting and repair
* Capable of facilitating/coordinating programs and activities
* Capable of conducting surveys, collection and analysis of data
* Amiable and able to interrelate/interconnect with people in a workplace
* Team player, alert and fast learner
* Capable of handling multi-tasks in the workplace
* Willing to be trained and acquire additional learning, insights and skills relevant to work

**WORK EXPERIENCES**

* **DOCUMENT CONTROLLER/ADMINISTRATIVE ASSISTANT**

**Commission on Higher Education**

 ***(June 16, 2015 to December 31, 2015)***

 *Job Responsibility:*

* Encode/Prepares/receive/sends correspondence/communications through telephone calls, emails, fax messages, among others to Higher Education Institutions and other clients/stakeholders of the office
* Records incoming and outgoing communications of the office; keeps minutes of meetings and documents conduct of other programs, projects and activities , scanning, photocopying and typing documents
* Keeps track of office communications and documents using the document tracking system
* Files/archives documents and other communications in the office and retrieves the same as maybe necessary
* Reviews outgoing documents from the Office of the Regional Director to check on its completeness and accuracy; controls the release of finally acted documents upon approval of the Regional Director
* Navigates the Special Order System of the Office for the numbering and issuance of special orders to graduates (special order numbers are issued by CHED to confirm graduation of a student from a college/university)
* Manages Higher Education data/information using the Management Information System
* **DOCUMENT CONTROLLER/FIELD SUPERVISOR**

 **Commission on Higher Education, *(July 8, 2014 to June 15, 2015)***

 *Job Responsibility*

* Follow process and principles of company's document lifecycle procedures
* Archive, control, and retrieve records as and when needed
* Keep records of project details, meeting minutes, technical specifications, etc.
* Classify, sort, and categorize documents in alpha-numerical order.
* Control issuance of documents and seek proper approval for the same from senior authorities
* Review completeness, accuracy, and authenticity of documents
* Perform quality check on documents by following document control processes
* Ensures lack of conflict between work requests.
* Checks that work permits pertain to corresponding work orders and that they are filled out clearly and precisely.
* Controls number of all work permits to site specified limits.
* Plans the field work strategy for study area.
* Supervises and assists the Project Director in the operation of the project
* Oversees and assists field interviewers in the administration of questionnaires to respondents of the study
* Consolidates collected data
* Devises an efficient data-entry system that was approved by management and increased productivity by 70%
* Ensure the integrity of the collected data by monitoring the field interviewers and spot checking 20% of their completed interviews.
* Prepares report of the conduct of the study, to include complete documentation of the activities undertaken related to the study
* Meets members of the team regularly for feedbacking and further improvement of the performance of assigned tasks
* **ASST. DOCUMENT CONTROLLER**

**SANSAN Marketing (Exclusive Distributor of Unilever Philippines), (*April 8, 2014 to July 4, 2014)***

 *Job Responsibility:*

* Assists in the receiving, recording, filing, releasing and archiving of sales documents
* Encodes sales receipts and other reports needed by the marketing unit
* Prepares necessary documents to be used in the sale of the products of the company
* **ENUMERATOR – 2012 Census of Agriculture and Fisheries**

***February 11, 2013 to April 15, 2013***

 *Job Responsibility:*

* Gathers statistical data as needed by the Philippine Census
* Administers survey questionnaires and interviews respondents
* Prepares complete report and documentation on data gathered
* **FIELD INTERVIEWER – 2012 Registry System for Basic Sectors in Agriculture**

**National Statistics Office, La Union Branch,**

 **(*September 17, 2012 to November 7, 2012)***

* **GOVERNMENT INTERNSHIP PROGRAM INTERN (INTERVIEWER)**

**Department of Social Welfare and Development, J*une 1 to October 8, 2012***

* **ON THE JOB TRAINEE (system’s maintenance, data encoding, software/hardware installations)**

 **NATIONAL POLICE COMMISSION**

 **(*June 15 to October 1, 2010(500 hours)***

**SEMINARS/TRAININGS ATTENDED**

* Seminar on I.T. in Security Services sponsored by Saint Louis College, City of San Fernando, La Union, January 9, 2016
* Seminar on Asterisk VOIP PBX for the BPO Industry sponsored by Saint Louis College, City of San Fernando, La Union, January 9, 2016
* Gender Mainstreaming Workshop sponsored by CHED Region I, City of San Fernando, La Union, December 17, 2015
* Information Technology (IT) Skills Enhancement Program, conducted by CHED Region I, City of San Fernando, October 21 to 26, 2015.
* Gender Sensitivity Training, conducted by CHED Region I, City of San Fernando, La Union, October 1-3, 2014
* Fundamentals of Computer conducted by APEC Mobile Digital Opportunity Center, March 10-26, 2014
* Basic PC Troubleshooting conducted by Saint Louis College, August 2010
* Computer Modding and Network Security conducted by Saint Louis College, March 2010
* Seminar on AutoCAD conducted by Saint Louis College, March 2010
* Seminar on IT Certification Exams, Saint Louis College, January 2010
* Biometrics, Saint Louis College, December 2009
* New Development on Animation Technology, Saint Louis College, March 2009
* Embedded Systems, Saint Louis College, December 2009

**APPRECIATIONS**

* Certificate of Appreciation issued by CHED Region I, City of San Fernando, La Union in recognition of efficient services rendered as *Clerk/Assistant* to the Office of the Regional Director from June 16 to December 31, 2015
* Certificate of Appreciation issued by the Department of Environment and Natural Resources, Environment Management Bureau, Region I, City of San Fernando, La Union as *Facilitator* during the Seminar Workshop on Gender and Development and Team Building for the Present and Newly Appointed Employees, August 6-7, 2015
* Certificate of Appreciation issued by CHED Region I for services rendered as *Field Supervisor* during the conduct of Graduate Tracer Study spearheaded by CHED and the Philippine Institute for Development Studies (PIDS) from July 2014 to June 2015

**EXAM PASSED**

Career Service Professional Exam administered by the Civil Service Commission, Republic of the Philippines on May 27, 2012. (Rating: 80.89)

**EDUCATIONAL ATTAINMENT:**

 **College:** *Bachelor of Science in Information Technology (* 2007 – 2011)

Saint Louis College,

**Secondary:** Sacred Heart School, , (2002 – 2006)

**Elementary:** Sts. Peter & Paul Learning Center, , (1996-2002)

**PERSONAL DATA**

Date of Birth : September 14, 1989

 Place of Birth : Bauang, La Union

 Age : 26

 Religion : Roman Catholic

 Sex : Female

 Civil Status : Single

 Citizenship : Filipino

 Languages : English, Filipino and Ilocano