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**OBJECTIVE:**

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

**CAREER SUMMARY**

* Hardworking professional with more than two years’ experience in an office environment.
* Ability to work under multiple supervisors effectively
* Knowledgeable of clerical task and time management
* Proficient with technical knowledge and using the computer.
* Computer literate, knowledgeable in Microsoft Word, Power Point, and Excel.
* Flexible and ready to learn new things.

**EMPLOYMENT HISTORY**

**FIRST SHELTER VENTURES AND REALTY CORPORATION**

**Position:** Documentation Staff

Sept. 18, 2013 to Nov. 6, 2015

**Industry:** Real State

**Responsibilities:**

* Updating records for customer and employees on a daily basis.
* Performed data entryoperations to record and save important data in software.
* Compiled information, prepared reports and submitted them to concerned authorities within prescribed time.
* Sorts, opens, and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence, and reports.
* Organizing all files including the old ones for proper storage. Making sure that its property and confidentiality is still protected even years of keeping.
* Reproducing needed documents for all staff and responsible in handling the distribution of those documents.

**PHILIPPINE NATIONAL BANK**

**Position:** On the Job Trainee

2011

**Industry:** Banking and Finance

**Responsibilities:**

* + - Assisting clients in opening new accounts
    - Encoding client’s information
    - Filing and sorting bank files

**LUBAO DRUGSTORE**

**Position:** Sales Clerk

2006-2008 (2 years)

**Industry:**Pharmaceutical

**Responsibilities:**

* + - Assisting buyers in what do they need
    - Giving the right prescribed medicine to them.

**EDUCATIONAL ATTAINMENT**

**TERTIARY**

* Don Honorio Ventura Technological State University
* Bachelor of Science in Information Technology
* Bacolor,
* March 2012

**VOCATIONAL**

* + - * **Technical Education and Skills Development Authority (TESDA)**
      * Computer Hardware Service
      * April 2011

**SECONDARY**

* Sta. Cruz Academy
* March 2005

**PRIMARY**

* + - Sta. Cruz Central Elementary School
    - March 2001

**PERSONAL INFORMATION**

# Date of Birth: July 06, 1988

# Languages: English, Tagalog andKapampangan

# Height: 5’4

# Religion: Roman Catholic

# Civil Status: Single