

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260019**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**Strengths**:

* Communication skills
* Hardworking
* Responsible
* Time Management

**Career Objective** : To use my skills in the best possible way for achieving the company’s goals.

**Personal Data:**

Date of Birth : October 3, 1992

Age : 23 y/o

Marital Status : Single

Gender : Female

**Professional Education**:

**Tertiary** : Bachelor of Science in Business Administration

Major in Financial Management

University of Luzon

2009-2014

**Secondary** : Estanza National High School

2005-2009

**Primary:** : Malimpuec Elementary School

1999-2005

**Computer Skills: MS Word, MS Excel, POWERPOINT**

**Work Experience:**

**May 05, 2014 - November 21, 2014 Admin Staff**

**SS Sushicor-Production Planning Team**

**January 12, 2015 – January 22, 2016 Admin Staff**

**Subicmau Corporation – Fabrication Team**

**Job Description:**

* **1 yr & 6 months of hands on administrative support experience**
* **Proficiency in MS Word, MS Excel, Powerpoint**
* **Prepare and securing documents**
* **Good communication skills**
* **Answer phone calls from other companies**
* **Advance filing**
* **Knowledge of principles and practices of basic office management**

**Training Experiences:**

**On the Job Training:**

**Magic Group of Companies-Human Resource Department [ Private ] – 300 hours**

**Municipality of Lingayen [ Public ] – 200 hours**

**Seminars Attended:**

**“**Leadership During Time of Complexity and Change” November 23, 2013

“ Savings and Loans” November 23, 2013

“‘Building Customer Relationship” December 7, 2013

“Integration of OSH Management to Business” December 7,2013

“Financial Awareness Money Management” December 17, 2013

“Consumer Behavior” December 14,2013

“Team Building Members Working As One” December 14, 2013

“Preparation For A Job Interview” December 17, 2013

“Challenges Managing Human Resources and Management” December 18, 2013

“Personality Development” December 18, 2013