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**OBJECTIVE:**

To be able to join in your organization where the knowledge, skills, shared and further enhanced, not only for my personal carrier growth but also in the fulfillment of your company’s goal.

**SKILLS:**

**\*** Excellent in MS Word, Excel & Power point.

\* Can work under pressure with good interpersonal, analytical, and research skills.

\* Good in English communication and Written Skills

\* Willing to work in a fast – paced, dynamic and schedule shifting environment.

\* Self – motivated, goal oriented, fast learner and possess excellent interpersonal skills.

**WORKING EXPERIENCE:**

**Se Kwang Electrical and**

**Conduit parts Co., LTD. Warehouse Assistant Dec 2012 - Dec 2014**

**Duties and Responsibilities:**

* Accurately updating all data into computer and manually recording systems.
* Creates and modifies various documents using Microsoft Office.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Organize and maintain records of inventories up to date.
* Manage and handle shipping, loading and unloading of products.
* Receiving, moving, checking and storing incoming goods.
* Welcoming and helping clients who visit the branch.
* Using Mechanical Handling Equipment i.e. fork lift to move goods around.
* Monitoring the stock level.

**SM Department Store Sales Associate Sept 2010 - Sept 2012**

**Manila, Philippines**

**Duties and Responsibilities:**

* Ensure high levels of customer satisfaction through excellent sales service.
* Assess customers’ needs and provide assistance and information on product features.
* “Go the extra mile” to drive sales.
* Maintain in-stock and presentable condition assigned areas.
* Actively seek out customers in store.
* Remain knowledgeable on products offered and discuss available options.
* Team up with co-workers to ensure proper customer service.

**Tondo General Hospital Nursing Assistant July 2009 - June 2010**

**Duties and Responsibilities:**

* Collect information about conditions and treatment plans from nurses and doctors
* Serve meals and help patients eat
* Take vital signs
* Turn or reposition patients who are bedridden
* Provide and empty bedpans­
* Lift patients into beds, wheelchairs, exam tables, etc.
* Clean and sanitize patient areas
* Change bed sheets and restock rooms with necessary supplies
* Bathe and dress patients

**EDUCATIONAL BACKGROUND Date Graduated**

College: St.Rita College Of Nursing and School of Midwifery March 2009

 Bachelor of Science in Nursing

Secondary: Holy Child Catholic School April 2002

 Tondo Manila, Philippines

Elementary: Holy Child Catholic School March 1998

 Tondo Manila, Philippines

**PERSONAL BACKGROUND:**

Date of Birth: March 09, 1985

Civil Status: Single

Height: 5’8”

Weight: 65kg

Language Spoken: English and Tagalog