**First Name of Application CV No 1621098**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**Availability:** I can start for work as soon as possible.

**Job Objective:**

To obtain a challenging career in your company, that will suit my qualifications, offer opportunity for personal and professional growth, and contribute consistently to the development of the institution I will be employed in.

**Summary of Qualifications:**

I graduated a **Bachelor of Science in Information Technology**. To enhance my skills, I have taken some qualifications at TESDA Aparri and was awarded a **National Certificate III in Bookkeeping**, **National Certificate II in Computer System Services** and **National Certificate II in PC Operations** for passing the examinations held at TESDA Aparri.

### WORK EXPERIENCE:

Position: **Administrative Assistant**

Duration: January 8, 2015 – December 3, 2015

Company: Technical Education and Skills Development Authority

Location: Aparri Polytechnic Institute Macanaya, Aparri, Cagayan

Job Description: Responsible on a daily basis for ensuring the smooth operation of the office and administrative functions.

Perform data entry and scan documents.

Maintain electronic and hard copy filing system.

Organize and schedule meetings and appointments.

Assist in the preparation of regularly scheduled reports.

Answering calls from students or customers regarding their inquiries.

Assisting with clerical/bookkeeping

Submit and reconcile expense reports.

Position: **Branch Operation Supervisor and Direct Seller**

Duration: June 29, 2013 – November 28, 2014

Company: Red Logo Lifestyle Inc.

Location: Camalaniugan Public Market, Camalaniugan, Cagayan

Job Description: Assisting customers to find the goods and products they are looking for.

To market the products directly to customers and to build relationships with people and offering them a high level of service and personal attention.

Position: **Visa Consultant/Administrator Assistant**

Duration: April 20, 2012 – April 30, 2013

Company: Lehi International Visa Consultancy

Location: Rm. A-310 Lopez Bldg., Session Road, Baguio City

Job Description: To assist the value-driven clients in realizing their dreams of going abroad by providing a professional, thorough and pro-active visa assistance in the most cost-efficient and economical way possible.

To organize and present their personal and professional credentials when seeking visa approval to the various visa granting countries where they intend to go.

Position: **Trainee (On-the Job Training)**

Company: Bureau of Internal Revenue – RO2 Carig, Tuguegaro City, Cagayan

Duration: November 8, 2011-February 22, 2012

Job Description: Gathers, enters, and updates data to maintain records and databases

Photocopying, faxing, mail distribution and filing

Data entry and file maintenance

### ELIGIBILITY/COMPETENCY:

**National Certificate III (Bookkeeping)** Aparri Polytechnic Institute – Tesda Aparri Reference Number: 150202119002562

**National Certificate II (PC Operations)** Aparri Polytechnic Institute – Tesda Aparri Reference Number: 090202024233

### National Certificate II (Computer Hardware Servicing)

Aparri Polytechnic Institute – Tesda Aparri Reference Number: 15021502011513

### SEMINARS, TRAININGS AND ACHIEVEMENTS:

**Computer Hardware Servicing NC II**

Aparri Polytechnic Institute – Aparri, Cagayan September 28, 2015 to December 04, 2015

### Core Competencies:

* Install computer systems and networks
* Diagnose and troubleshoot computer systems
* Configure computer system and networks
* Maintain computer system and networks

**Bookkeeping NC III**

Aparri Polytechnic Institute – Aparri, Cagayan

June 8, 2015 to August 14, 2015

**Core Competencies:**

* Journalize transactions
* Post transactions
* Prepare trial balance
* Prepare financial reports
* Review internal control system

**5S Seminar**

Cagayan State University – Aparri, Cagayan

August 27, 2011

**Vice President – Student Supreme Council**

Aparri Polytechnic Institute – Tesda Aparri

June 8, 2015 to Dec 4, 2015

**President – Bookeeping Class 2015**

Aparri Polytechnic Institute – Tesda Aparri

June 8, 2015 to Aug 14, 2015

### SKILLS/QUALIFICATIONS:

* Work well independently or in a group setting providing all facets of computer support such as troubleshooting, installations, and maintenance.
* In-depth knowledge and understanding of numerous software packages and operating systems.
* Proficient with Microsoft Word, Excel, PowerPoint, and Internet
* Records and database management skills.
* Knowledge of finance and accounting
* Sound knowledge of recognizing and analyzing information problems
* Ability to work in diverse teams and to communicate well with others
* Quick learner and ability to work under pressure and can handle multiple tasks.

**EDUCATIONAL SUMMARY:**

Tertiary 2008-2012 **Bachelor of Science in Information Technology**

Cagayan State University-Aparri

Maura, Aparri, Cagayan

Secondary 2004-2008 Lyceum of Aparri

Macanaya, Aparri, Cagayan

Primary 2003-2004 Lyceum of Aparri

Macanaya, Aparri, Cagayan