**First Name of Application CV No 1639314**

Whatsapp Mobile: +971504753686



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**OBJECTIVES**

To be fitted for a position pertaining to my knowledge acquired from formal to informal education. A position where I serve my employer at his best interest, enhance skills and abilities, perform my responsibilities at my utmost competence and compensated fairly enough to sustain my well-being.

**PERSONAL INFORMATION**

**Date of Birth** :   June 6, 1992

**Sex**               :   Female

**Civil Status**    :  Single

**Height**  :  5' 2"

**Weight** :  110 lbs.

**Religion** :  Roman Catholic

**Language** : English

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Agricultural Engineering**

**Cavite State University – Main Campus**

Bancod, Indang, Cavite

2008-2013

**SKILLS AND EXPERTISE**

* Profound knowledge of various computer applications and ability to research on the various computer applications, communication and listening skills
* With relevant knowledge in computers, internet, and capable of navigating Microsoft software such as Excel, Word,
* Foreign and Local Telegraphic Transfer
* Counterfeit Detection
* Signature Verification
* Good listener and communicator who effectively convey information verbally and in writing
* Highly motivated self-starter who takes initiative with minimal supervision
* Passionate, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts

**Work Experience**

**Customer Service Associate**

**BDO Universal Bank, Inc**

Manila Pasay City

December 2013 – January 2016

**Duties & Responsibilities**

* Prepares for customer inquiries by studying products, services, and customer service processes.
* Responds to customer inquiries by understanding inquiry;
* Improves quality service by recommending improved processes;
* Counterfeit Detection
* Greets clients and processes deposits, encashment of checks, and withdrawal transactions including checking of deposit slips, signature verification, and sufficiency of accounts
* Enters customers' transactions into computers in order to record transactions and issues computer-generated   
  receipts
* Counts currency, coins, and checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment

**On-the-Job Training**

***National Irrigation Administration (Balog –balog Multi-Purpose Project)***

Matatalaib, Tarlac City

On-the-job Trainee

April – May 2012

***PCOS Technician***

**Placewell Manpower Services**

Alfonso, Cavite

**May 2013Election**

**Duties & Responsibilities**

* Assisted the May 2013 National Election as a Principal Technician
* for Precinct Counter Optical Scanner (PCOS) machines in the
* automation election.
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* ¬ Troubleshoot and Setup PCOS machine during election period.
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* automation election.
* Assisted the May 2013 National Election as a Principal Technician for Precinct Counter Optical Scanner (PCOS) machines in the automation election.
* Troubleshoot and Setup PCOS machine during election period.
* Maintain constant communication with the NSC (National Support Centre) to inform progress and raise problems encountered.
* Validate installation and operation of PCOS Machine.
* Maintain constant communication with security provider in safekeeping and security of PCOS machines and its peripherals.