**First Name of Application CV No 1647324**

Whatsapp Mobile: +971504753686



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Citizenship: Filipino

Status: Married

Age: 31

Gender: Female

Birth Date: 03-20-85

**CAREER OBJECTIVE:** Seeking for a position in a reputable company for any position where I will have the opportunity to use and maximize my strengths and contribute to the advancement of the company that would develop my academic background and capabilities. To develop efficiently and to be a flexible individual who could successfully work as part of the organization and team of your company.

**SKILLS**

* Proficient in MS Office Applications
* Excellent communication, interpersonal and organizational skills
* Able to work unsupervised or in a team environment responsibly
* Able to do multi-task and a team-player
* Exceptional leadership skills, customer service skills and time management skills
* To managing one's own time and the time of others.
* Hardworking and Flexible person appropriate to my work responsibilities.
* Have a time management to finish on time my work according to the rules of company.
* Ability to work independently as well a part of my work.

**WORK EXPERIENCE**:

ORLANDA PRINTING SERVICES

Darasa, Tanauan City, Batangas PHILIPPINES

POSITION: OWNER/ PRESIDENT

Part Time Bookkeeper

**TRAININGS AND EXPERIENCES:**

March 2007 Jose Rizal, Leadership Seminar

First Asia Institute of Technology and Humanities

October 2006 Entrepreneurship Seminar

First Asia Institute of Technology and Humanities

January 2006 Entrepreneurship: Theory to Practice

First Asia Institute of Technology and Humanities

October 2005 Entrepreneurship Seminar

First Asia Institute of Technology and Humanities

January 2005 Networking of Future Leaders in the CALABARZON

First Asia Institute of Technology and Humanities

**EDUCATIONAL ATTAINMENT:**

College Level Bachelor of Science in Business Administration Major in Entrepreneurship

First Asia Institute of Technology and Humanities

Secondary Level Our Lady of Fatima Academy

A. Mabini Ave Tanauan City, Batangas, Philippines

Primary Level Tinurik Elementary School

Brgy Tinurik Tanauan City, Batangas, Philippines

**AFFILIATES:**

2005 – Present Youth for Christ Member

2004 – 2008 Junior Managers Association of the Philippines

FAITH CHAPTER Member