**First Name of Application CV No 1649322**

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**OBJECTIVE**

Obtain a position where I can maximize my management skills, quality assurance, program development, and training experience.

**SUMMARY OF QUALIFICATIONS**

* Proficient in Microsoft Office: Excel, Word, PowerPoint and Access.
* Knowledgeable in database management.
* Goal-oriented, hardworking person and flexible.
* Can work under pressure.
* Willing to learn new knowledge.
* Open-minded person
* Willing to undergo trainings and learning.
* Fast learner
* Well organized person.
* Speaks and understands English.
* Can work individual or in a team
* Easily understands instructions.
* Willing to work outside of my field.

**EDUCATIONAL ATTAINMENT**

**2009 - 2012** ***College – Bachelor of Science in Information Technology*** Saint Louis College

City of San Fernando, La Union, Philippines

**2008 – 2009** ***College – Bachelor of Science in Information Technology***

Saint Louis University

Baguio City, Philippines

**2004 - 2008** ***Secondary***

Narvacan National Central High School

Narvacan, Ilocos Sur, Philippines

**1998 - 2004**  ***Primary***

Quinarayan Elementary School

Quinarayan, Narvacan, Ilocos Sur

**ON-THE-JOB TRAINING**

***Company:*** **Government Service Insurance System, La Union Branch**

Rendered 486 hours of training from November 28, 2011 – April 12, 2012.

***Duties and Responsibilities:***

* Data encoder
* Assisting the walk-in clients.
* Clerical works.
* Answering telephone calls.
* Operating machine such as:
  + Photocopier
  + Scanner
  + Printer

**WORK EXPERIENCE**

***Job Description:*** Data Analyst I

***Company:*** *Sencor, Inc.*

***Period:*** March 2014 – December 2015

**Duties and Responsibilities:**

* Reviewing legal documents, which was sent by the clients, using West Court Wire tool.
  + Making case information by identifying the plaintiff(s) and defendant(s), attorneys of both parties and their law firms.
  + Creating short synopsis of the case which consists the nature of the case and its damages.
* Acquiring legal documents using the WCW Monitoring tool from Thompson Reuters.
* Data mining.
* Sending reports to the clients via emails.

***Job Description:*** Database Facilitator

***Company:*** *Freelancer Group*

***Project:*** Biometrics Installation

***Period:*** July 2013 – October 2013

**Duties and Responsibilities:**

* Gathering information of the employees to be integrated in the machine using the MS Access program as a database.
* Enrolling employee’s fingerprints in the machine.
* Briefing the employees in using the machine.

***Job Description:*** Document Controller

***Company:*** Specialized Products and Services Inc.

***Project:*** Direct Fired Heater FW USA – Refractory Works (Sept. 2012 – Feb. 2013)

Gas Cracking Furnace – Refractory Works (May 2012 – July 2012)

**Duties and Responsibilities:**

* Making reports such as production report and manhour monitoring report.
* Time keeper
* Troubleshooter
* Budget officer
* Liquidating expenses.
* Making payrolls for our local hires.
* File keeper.
* Resolving queries of the employees regarding salary and cash advances matter.

**PERSONAL INFORMATIONS**

BIRTHDAY : April 20, 1992

NATIONALITY : Pilipino

GENDER : Female

MARITAL STATUS : Single

HEIGHT : 5 ft. 2 in.

WEIGHT : 140.8 lbs.

RELIGION : Roman Catholic