CAREER OBJECTIVE : To acquire a position appropriate to my capabilities and knowledge in different fields that would further develop my discipline and personality, socially and professionally.

EDUCATIONAL ATTAINMENT

Certifications/License: TESDA (Technical Education and Skills Development Authority) NC II

National Certificate II / License for CH- Computer Hardware Servicing

Certificate

TESDA (Technical Education and Skills Development Authority) NC I

National Certificate for PC Operations Certificate

Tertiary: Laguna State Polytechnic University (LSPU)

San Pablo City Campus

Major: Bachelor of Science in Information Technology

(April 2015 graduate)

Secondary: Jehovah Shammah Christian Community School

(March 2010 graduate)

Primary: Bitin Elementary School

Laguna

(April 2007 graduate)

ON-THE-JOB-TRAINING

SSS (Social Security System)

Laguna

November 2, 2011 – January 30, 2012

PLDT (Philippine Long Distance Technology)

Laguna

November 17, 2014 – June 5, 2015

SEMINARS ATTENDED

September 2010 : 8th Philippine Youth Congress in

Information Technology

Held at University of the Philippines

Quezon City

September 23, 2011 : 9th Philippine Youth Congress in

InformationTechnology

Held at University of the Philippines

Quezon City

SPECIAL SKILLS

* License Computer Hardware Services.
* Speaks English and Filipino communications both written and oral.
* Dedicated and hardworking individual.
* Fast learner, able to learn and comprehend new systems and methods quickly.
* Computer literate; MS Word, Power Point, Excel.
* Good work ethics.
* Able to set-up a computer system.
* Hardware and Software installation.

PERSONAL DETAILS

Birth date : June 1, 1994 Citizenship : Filipino

Birthplace : Laguna Civil Status : Single

Age : 21 years old Religion : Roman Catholic

Height : 5 ft. 4 in. Language Spoken : English and Filipino

Weight : 141 lbs.

**First Name of Application CV No:** **1668648**

Whatsapp Mobile: +971504753686



WORK EXPERIENCE

ADI-ASIANIC DISTRIBUTON INC.

Brgy San Rafael, Stall 224 2/F San Pablo, National Highway

San Pablo City, Laguna SM City San Pablo

Cashier- Job Descriptions

(September 20, 2015- December 19, 2015)

* Collects payments by accepting cash, check, or charge payments from customers, making change for cash customers.
* Provides pricing information by answering questions.
* Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related results as needed.

CHARACTER REFERENCES

Mr. Ronnel DeLa Cruz

Information Technology Education Instructor

Laguna State Polytechnic University

Del Remedio, Wawa San Pablo City

Mr. John Paul Villegas

Barangay Captain

Brgy. Bitin Bay, Laguna

*I hereby certify that the above given information are true and correct to the best of my knowledge.*

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Anna Crystel N. Pantas

Applicant's Signature Over Printed Name