**Career Objective**

To secure a full time position that would further utilize my skills, abilities and other field experiences in an environment where I can enrich my knowledge and be more useful and reliable at my full capacity while being innovative and flexible.

**Skills**

* Knowledgeable on Microsoft Office such as Microsoft Word, Excel, PowerPoint , Access and Outlook
* Knowledgeable on computer software’s like Adobe Photoshop, HTML/CSS, Visual Basic 6.0
* Create, update and edit record using SAP system
* Hands on experience in data entry management and correspondence handling
* With strong analytical skills and ability to pay attention toward the details of the project
* Flexible and management oriented/well rounded that can work with shifting schedules
* Having knowledge in administrative and operation environment
* Strong written and verbal communication skills
* An oriented team player

**Employment History**

**Government Service Insurance System**

**Data Processor (Job Order Personnel)**

August 28, 2012 to April 01, 2016

* Work as a part of a team responsible for updating the records of all the members/clients of Government Service Insurance System using SAP PROD system.
* Frontline service (concierge) who helps client regarding the updating of the record for the purpose of their benefits in GSIS.
* Provides technical, administrative and clerical work to the department
* Provides support services such as routine tasks within turnaround time and established procedure to maximize the efficiency/implementations of procedures with the existing regulations and rules.
* Maintains courteous care and services to members
* Constantly under pressure to finish my tasks before the deadline every shift.

**Government Service Insurance System**

**Office Apprenticeship/ Training**

On-the-Job Trainee, November 14, 2011 to March 9, 2012

* Assign in Information Technology Service Group
* Responsible for monitoring SAP Server and KIOSK Machines
* Monitoring Avaya Call and Emergency Loan
* Provides clerical work

**Personal Certifications and Recognitions**

* Passed with General Rating of 83.14%, Philippine Civil Service Eligible (Sub Professional Level)

January 24, 2013 - (Philippine Government Employee Eligibility Test conducted by Civil Service Commission)

* Passed with General Rating of 81.47%, Philippine Civil Service Eligible (Professional Level)

October 13, 2013 - (Philippine Government Employee Eligibility Test conducted by Civil Service Commission)

* For Exemplary Service Rendered in Performing of Functions in Reducing and Purging TMS Backlog of

Membership Department for the period of December 9-13, 2013

**Seminars/Training Attended**

Subject : Basic Procedures on IO and Membership Service Profie (MSP) Template Preparation

Sponsor: Government Service Insurance System

Venue: Philippines

 Date: December 15, 2012 (equivalent to 8hrs)

Subject: Distance Learning Program on the Rules of Conduct and Ethical Behavior in the Civil Service

Sponsor: Civil Service Commission

Venue: Philippines

Date: May 18, 2013 to May 23, 2013 (equivalent to 40hrs)

**Educational Background**

TERTIARY

School: STI College Las Piñas

Alabang Zapote Road Pamplona, Las Piñas City Philippines

 Course: Bachelor of Science in Information Technology

 School Year: June 2008 to May 2012

SECONDARY

 School: Las Piñas East National High School

2006 - 2008

School: Pusok National High School

2005 -2006

School: Las Piñas East National High School Talon Village Annex

2004 – 2005

**Personal Information**

Gender: Female

Age: 24

Date of birth: October 13, 1991

Place of birth: Philippines

Civil status: Single

Nationality: Filipino

Religion: Catholic

Weight: 55 kg

Height: 5’3

**First Name of Application CV No:** **1668882**

Whatsapp Mobile: +971504753686

