Objective:

Looking for a full time position in an organization that offers a greater challenge, increased benefits, utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

Skills:

* Professional Level Knowledge on Microsoft Office( Word, Excel, Power Point, Publisher) and other Internet Services
* Designing | Photo Editing (Adobe Photoshop, Adobe Illustrator, Sketch up)
* Computer Formatting, Software Installation
* Knowledge in Administrative Works, PRO, Customs Clearing Representative
* IT Skills

Strengths:

* Strong personal drive & determination
* Open-minded & Result oriented
* Exposed in multi-tasking job and fast learner.
* Team Player, able to work under pressure
* Adaptability
* Good organization and planning skills
* Well Presentable & Professional

Educational Background:

Tertiary **National College of Science and Technology**

Bachelor of Science in Computer Engineering

June 2006-March 2011

Secondary **Congressional National High School**

Philippines

June 2002-March 2006

Primary **Dasmariñas Academy**

Philippines

1996-2002

Working Experience:

**EAST MODEL FZC | Physical Architectural Model Making Company**

UAE | **July 2012-present**

**Sales Coordinator**

* Communicating with clients, attending their inquiries and preparing the description and quotations for our services.
* Keeping the clients up-to-date with the process of making their projects, considering their comments and making sure they are satisfied with the outcome they will receive.

**Customs Clearing Representative/Logistics**

* Arranging the customs documents to be able to take our goods out of the Free Zone for delivery.

**IT Assistant**

* Analyzing problems and finding possible solution regarding computer hardware & software, saving the company from technical support services.

**Administrative Assistant**

* Administrative task such as assist in solving administrative problems
* schedule, coordinate and arrange meetings and travels for the Managers
* maintains supplies for the office
* **Office Staff/House Plan Designer**

**House Research & Development Pte., Ltd. | House Floor Plans**

Philippines | April 2011-May 2012

* Training newly hired employees
* Checking every detail in the floor plans (files in Japanese version of CAD).
* Putting labels/indications in the house plan
* Finalizing the plan for printing
* Encoding of plan specification.
* Making sure every target (number of plans) for each day will be reached and covering up the shortage of the other team members and making time to learn the other teams production process.

**Purchasing Assistant | On-the-job Training**

**Telford Services Phil. Inc., | Semiconductor Products**

Philippines

* Assists with preparing every department needed items and services as well as ordering and purchasing.
* Reviewing and authorizing purchase orders.

Personal Reference:

Age: 25 years old

Birthday: June 08, 1990

Civil Status: Single

Religion: Roman Catholic

**First Name of Application CV No:** **1668918**

Whatsapp Mobile: +971504753686

