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| **Work Experience** |
| **Company** | **Position** | **Duration & Accomplishments** |
| EBC Builder and Construction | Secretary | 2002-20031. Filing of bid documents, contracts, subcontracts, and purchase orders
2. Prepares payroll of laborers.
3. Prepares materials and equipment needed onsite
4. Answers telephone calls
5. Prepares request for contract extension
6. Submits and assist the project accountant by copying invoices for job costing and billing.
7. set up and maintain filing systems
 |
| Boardwalk (Retail Shop) | Encoder | 2001-2002* 1. Purchases stocks
	2. Encodes order
	3. Deposits daily sales in the bank
	4. Entertains customers
	5. Maintains customer confidence and protects operation by keeping confidential.
 |
| SM Supermarket | Cashier | 2000-20011. Performs cashiering function
2. Handle cash transaction with customers.
3. Scan goods and collect payment. Issue receipts, change or refund.
4. Pleasantly deal with customers to ensure satisfaction.
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| **Recent Trainings/Forums Attended:** |
| **Training Institution / Training Venue** | **Duration** | **Description** |
| ASKI Global Limited | July to December 2013 | Completed Basic Entrepreneurship and Financial Education |
| ASKI Global Limited | October to December 2014 | Personality Development and Communication |

**Volunteer Engagements**

January 2015 – April 2016 **ASKI Global Limited**

* assisting the Chief Executive Officer in providing orientation to visitors or observers
* performs logistical assignments such as handouts distribution and attendance checking
* conducts coaching to students in business plan preparation

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| **Educational Background** |
|  AMA Computer Learning Center (1997-1999)* Computer Secretarial
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| **Personal Information** |
| Birthday: | 30 January 1981 |
|  Civil Status: | Single |
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[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 