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ELMER

Age : 28 yrs old

Date of Birth : August 21, 1987

Religion : Christian

Civil Status : Single

Citizenship : Filipino

**OFFICER IN CHARGE**

**PDC WAREHOUSE UNIT/ CHEQUE DEPT.**

***Asia United Bank***

* Responsible for stamping cheque by date basis.
* Monitored cheque maturity
* Checking and filing bank documents.
* Handled, checked, updated and encoded bank data.
* Assisted and helped customer’s enquiries.

SECONDARY

Balian Pangil, Laguna

**Balian National High School**

 Philippines

Laguna State Polytechnic University

Laguna, Philippines

**Diploma in Hotel and Restaurant Management**

College of the Holy Spirit Manila

Manila, Philippines

**Bachelor of Science in Hotel and**

**Restaurant Management**

**Major in Culinary Arts**

** KEY COMPETENCIES**

* Technology Skills
* Communication skills
* Organizational Ability
* Written Expression
* Time Management
* Technical Oversight
* Management
* Problem-Solving Skills
* Planning Skills

**TECHNICAL SKILLS**

* Microsoft Word
* Microsoft Excel
* Microsoft Power point
* Ability to work effectively under time pressure and for long and extended hours
* Ability to multitask
* Diligence and dedication to work
* A good memory and an eye for details
* Ability to understand different kinds of people
* A keen observer
* Great sensitivity to the needs of others
* A friendly, cheerful, and polite attitude
* Technical Savvy

**OBJECTIVES**

To obtain a position in a professional office environment where my skills are valued and can benefit the organization. An individual who have different skills and qualities like honesty, integrity, time management, and devotion toward work that will aid me to bring my company along the path of success.

** WHY ME?**

** WORK EXPERIENCE**

MARCH 2014 to
FEBRUARY 2016

“Professional Garnishing and Plating”

Mendiola, Manila

**College of the Holy Spirit Manila**

September 10, 2011

“Bartending Basics with Flaring and Wine Appreciation”

Bonifacio High Street, Taguig City

**Italianni’s Bistro Restaurant**

February 23, 2011

* **TRAINING AMD SEMINARS**

February 21, 2011

“Introduction To Basic Bartending”

Sta. Lucia, East Grand Mall Cainta Rizal

**T.G.I. Friday’s Bistro Restaurant**

**Genting-Star Tourism Academy**

“Introduction to Hospitality and Cruise Line Management”

Newport City, Pasay City

October 19, 2010

PRIMARY

Sulib Pangil, Laguna

**Sulib Elementary School**

TERTIATY

* **EDUCATION**