MARIVIC

JOB OBJECTIVES:

Desire a position of where I can contribute to the success of the progressive company utilizing my qualification as well as work experiences, knowledge quality attitude and also self advancement.

EDUCATION: BACHELOR OF SCIENCE IN OFFICE MANAGEMENT

SCHOOL: TAGUIG CITY UNIVERSITY

CENTRAL BICUTAN TAGUIG CITY

YEAR GRADUATED: MAY 15,2015

QUALIFICATION HIHGLIGHTS:

Computer literate with full knowledge of Microsoft  package

MS Word   and    MS Power Point.

Highly motivated to accept any challenges and lead example to motivate team.

Had quick learning ability ,innovative and initiative. Strong work ethics, hard

working , resourceful, effective and efficient and multi tasking. A good

communicator with  a   good knowledge.

OJT    EXPERIENCES

COMPANY : TAGUIG CITY UNIVERSITY ALUMNI AND PLACEMENT CENTER

PLACE : CENTRAL BICUTAN TAGUIG CITY

POSITION : TEACHER ASSISTANT

PERIOD COVERED : NOV 2013- JAN 2014

JOB DESCRIPTION:

* ENCODING THESIS WRITING
* ARRANGING THE CONTACTS OF SCHOOL ALUMNI
* ASSIST IN CONDUCTING SEMINAR

COMPANY : APL CORPORATE GARMENTS

PLACE : VETERANS CENTER TAGUIG

POSITION : HR ASSISTANT

PERIOD COVERED : NOV 2014- MARCH 2015

JOB DESCRIPTION:

* ASSISTING APPLICANTS
* ANSWERING TELEPHONE CALLS
* SORTING BARCODES
* ENCODING EMPLOYEES SSS CONTRIBUTION
* SORTING LEAVE FORM

                                        WORK EXPERIENCE

COMPANY : TAMBUNTING PAWNSHOP

PLACE : 1322 F. SANTOS ZAPOTE LPC

POSITION : APPRAISER

PERIOD COVERED : JUNE 04,2015 UP TO PRESENT

JOB DISCRIPTION:

* APPRAISING GOLD AND GADGETS
* TRANSACT REMITTANCES LOCAL @ INTERNATIONAL
* ACCEPTING GOLD AND GADGET
* PROCESSING MONEY EXCHANGE
* PROCESSING BILLS AND PAYMENTS

COMMON EXPERIENCES AND RESPONSIBILITIES

* KNOW HOW TO ACCEPT APPLICANTS
* KNOW HOW TO ANSWER TELEPHONE CALLS PROPERLY
* KNOW TO DEAL CLIENTS BY TELEMARKETING
* KNOW HOW TO APPRAISE GOLD DIAMOND AND STONES

                                       PERSONAL DATA

DATE OF BIRTH : SEPTEMBER 02,1988

CIVIL STATUS : SINGLE

NATIONALITY : FILIPINO

GENDER : FEMALE

HEIGHT : 5’1

WEIGHT : 103lbs

AGE : 27

SKILLS :        MS WORD,MS POWER POINT

PERSONAL QUALIFICATION:

                      OFFICE MANAGEMENT GRADUATE

INTEREST : RESEARCHING,TRAVELLING

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 