**MELANIE**

**Job objective:**

 To be an effective and efficient professional employee of your company, wherein I able to apply and enhance my knowledge and skills.

**I.Personal Data**

Age                 :           25 years old

            Height             :           5’3”ft

            Weight            :           55 kg.

            Sex                  :           Female

            Nationality      :           Filipino

            Date of Birth   :           June 26, 1990

 Religion : Roman Catholic

            Civil Status     :           Single

            Language spoken :  English and Filipino

**II. Skills**

* Computer literate (Microsoft word, excel and internet application)

**III. Educational Background**

Tertiary:          Bachelor of Science in Business Administration

                        Major in Financial Management

                        Notre Dame of Marbel University

                        City of Koronadal, South Cotabato

                        (2009-2013)

Secondary:     Centrala National High School

                        Centrala, Surallah, South Cotabato

                        (2003-2007)

Elementary:   Centrala, Central Elementary School

                        Centrala, Surallah, South Cotabato

                        (1998-2003)

**IV. Work experiences**

1. Notre Dame of Marbel University

Position : Working Student

 Work Area : Registrar’s Records Section Office

Date Joined : November 2009-October 2013

Job Descriptions

* Cared and maintained office supplies and equipments
* Verify and facilitate students and alumni who are requesting documents such as Transcript of Record, Honorable Dismissal, Certification, etc.
* Responsible in releasing documents for the graduates
* Answering phone calls and provided sufficient information to callers
* Encode and assist during enrolment
* Assist during graduation in preparing venue
* Photocopied, sorting and filing of documents
* Duty was done four (4) hours daily

 Position : Office Secretary

 Work Area : Campus Ministry and Religious Education Department

 Date Joined : June 2014 – July 2015

 Job Descriptions

* Accompany and arrange booking of retreat for the students
* Account money from mass collection in the school
* Answering phone calls and provided sufficient information to callers
* Booked for the daily Holy Mass, and requests supplies for the office use and for the Institutional Mass Celebration
* Prepare accomplishment report of the department
1. Kuwaiti Family

Date Joined : October 4, 2015 - present

 Work Area : Kuwait

Position : Domestic Helper

**V. Membership and Affiliation**

              Position                        Name of Club                                           Date

|  |  |  |
| --- | --- | --- |
| Member | Grant-in-Aid/Working StudentNotre Dame of Marbel University | 2009-2013 |
| Member | Philippine Council of Students EntrapreneurshipNotre Dame of Marbel University | 2009-2013 |
| Member(3rd placer) | Speech Choir CompetitionNotre Dame of Marbel University | 2010 |
| Member(Champion) | Radio Drama Competition (Hiligaynon)Notre Dame of Marbel University | 2011-2013 |

**VI. Training and Seminars Attended**

SAP Business One Training

Notre Dame of Marbel University

Alunan Avenue, Koronadal City

(October 2013)

“Exploring the Many Facets of Banking and Financial Institutions”

Notre Dame of Marbel University

Alunan Avenue, Koronadal City

(August 13, 2011)

 Seminar on Central Banking and Monetary Policy

 Notre Dame of Marbel University

Alunan Avenue, Koronadal City

(June 25, 2011)

**Job Seeker First Name / CV No: 1713402**

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