**Dulce**

**Career Objectives:** To obtain any position which allow me to contribute my skills, abilities and knowledge for the attainment of the company’s goals and vision.

**WORK EXPERIENCE:**

**Admin Staff September, 2012-May, 2016**

Transport

**Duties and Responsibilities:**

* Maintaining schedules of the clients, receiving telephone

calls.

* Coordinates and maintains for staff office, phone and

office keys.

* Performs general clerical duties, and filling some

documents.

**Branch Manager in Charge December, 2009-June, 2010**

PAG-ASA Philippines Lending Company

Matina Branch, Matina Davao City

**Duties and Responsibilities:**

* Direct all operational aspects including operations,

customer service, administration & sales.

* Manage budget & allocate funds appropriately.
* Bring out the best of branch’s personnel by providing

training, development & motivation.

* Assess local market conditions & identify current and

prospective sales opportunities.

* To improve the presence & reputation of the branch

and company.

**Development Officer December, 2008-December, 2009**

PAG-ASA Philippines Lending Company

San Francisco Del Monte, Quezon City

**Duties and Responsibilities:**

* Collect, count, and disburse money, do basic bookkeeping

and complete banking transactions.

* Communicate with customers to answer questions or

explain information.

* Compile, copy, and file records of office activities and

business transaction.

* Compute, record the data and other information, such as records

of reports.

* Maintain and update filling, inventory and database system,

either manually or using computer.

**TRAINING / SEMINAR and COMPLETED:**

**COURSECOMPANY/ORGANIZATIONINCLUSIVE DATE**

Caraga Business & Management Balanghai Hotel & Convention Center February 7-8, 2008

Student Congress

**EDUCATIONAL ATTAINMENT:**

College Bachelor of Science in Commerce

Major in MANAGEMENT

Don Jose Ecleo Memorial Foundation College of

Science & Technology

Year Graduated: 2007 – 2008

Secondary Ritaglenda National High School

Ritaglenda Basilisa Surigao del Norte

Year Graduated: 2002 – 2003

**PERSONAL INFORMATION:**

Age : 30 years old

Date of Birth : February 02, 1986

Height : 5 feet

Weight : 40 kls.

Civil Status : Single

Religion : Roman Catholic

**ATTRIBUTES:**

* Responsible, hard working and flexible in any social and working condition.
* Computer basic knowledge (internet, email, research).

**Job Seeker First Name / CV No: 1719180**

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

