**ELIZA**

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| **SKILLS** |

1) Proficient in Microsoft Office Applications like Excel and Word

2) Good communication skill, English Language.

3) Knowledgeable in various office equipment (Phone, Fax, Scanner, Photocopiers, etc)

4) Enthusiastic

5) Can work under pressure and with minimum supervision.

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| **EMPLOYMENT HISTORY** |

Position: **Service Crew**

Duration: May 4, 2011-December 21, 2012

Company: RICHGIE Singapore Pte. Ltd.

Company Industry: F&B Industry

Duties and Responsibilities:

* Preparing and serving costumer’s request order
* Perform cashiering duties with basic food preparation
* Monitoring Inventory Supplies and follow up stocks to

 Supervisor

* Reports daily sales to Store Manager

Position: **Data Encoder/Office Assistant**

Duration: Jun 24, 2004 – Sep 30, 2005

Company: JALMAR TRADING CORPORATION

Company Industry: Sales and Imports

Duties and Responsibilities:

* Perform data entry task
* Establish and maintain department files and records
* Liaise within and among department administrative matters
* Encode Warehouse Inventory, daily sales report using

 Peachtree accounting/Sales Invoicing, Delivery Receipts and

 Discrepancy report, Pull out Adjustment Using Subsystem or

 Crystal Report,

* Assign in Monitoring Office inventory and follow up of office

 Supplies to the Accounting Head

* Submits summary report of daily sales and delivery receipts
 every end of the month,
* Barcoding, Tagging and leveling of stocks.
* Responsible for other administrative duties assign by the

 Department

Position: **On-the-Job Trainee / Encoder**

Duration: April 10, 2003 – June 11, 2003

Company: Manila City Hall

Department: Electrical Department

Duties and Responsibilities:

* Encoder
* Perform various tasks that were instructed by our supervisor

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| **SEMINARS AND TRAININGS ATTENDED** |

A) Seminar

 Venue: Mapua Institute of Technology, Philippines

Topics: 1) Load Flow Analysis in Power Plant

 2) Design in Efficient Lighting System

 3) Motors, Motors Control Based on PEC 1 2000

 4) Overview of Television Broadcasting

 5) Application of Circuit Breakers & Operation

 6) Electrical Safety Method

B) AutoCAD Training

 Venue: Crescent, Philippines

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| **EDUCATIONAL BACKGROUND** |

Qualification: Bachelor's Degree

Faculty: Engineering

Specialty: **Electrical Engineering**

School/University: Eulogio “Amang” Rodriguez Institute of Science and

 Technology

City/Country Attended: Manila, Philippines

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| **PERSONAL DETAILS** |

Age: 33

Date of Birth: Oct 22, 1982

Gender: Female

Civil Status: Married

Nationality: Filipino

Availability: Immediate

**Job Seeker First Name / CV No: 1766388**

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

 