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| **Cathyrine Digaynon – 1850958**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

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**Career Objective:**

* To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skills and knowledge and ready to learn new things.

**Computer Literacy:**

* Computer Literate (can process data using basic Language or programs such as MS Word, MS Excel and MS PowerPoint)

**Work Experience:**

* **Position:** **Office Clerk**

 **AB Leisure Exponent, Inc.**

 **Bingo Boutique, Robinsons Place Tagum Branch**

Tagum City, Davao Del Norte, Philippines

 May 27 to August 2, 2016

*Work Description:*

* + - Cash Handling retrieval and turnover of cash
		- Sending daily income report
		- Helping Organize office activities
		- Sort and Distribute Mail
		- Answer Phones and greet Client Warmly
		- Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid
		- Operates office machine such as photocopiers, scanners, printer and personal computer
* **Position: Proprietor**

School Supply and Photocopy Centre

 Compostella, Comval Province, Philippines

*Work Description:*

* + - Sending orders for Supplier
		- Operates office machine such as photocopiers, scanners, printer and personal computer
		- Typing Jobs (MS Word, PowerPoint and Excel)

**Personal Data:**

Age: 23 years old

Birth Date: April 14, 1993

Citizenship: Filipino

**Educational Background:**

**College : University of Southeastern Philippines**

: Bachelor of Science in Management major in Public Management

P- 15, Poblacion ,Compostela , Compostela Valley Philippines

Year Graduated: 2016

**Vocational : New Era Technological College of Compostela**

Information Communiction Technology (ICT)

 Compostela, Compostela Valley Province

 Year Graduated: 2011

Should you require any further details, please do not hesitate to contact me at my mobile number **0558626247** or at my email address cathyrine.alejandro@yahoo.com

I would be available for an interview at any time and look forward to hear from you in the near future

**CATHYRINE A. DIGAYNON**

 **Applicant**

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