**Curriculum Vitae**

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**MICHELLE**

Email Address: **michelle.313803@2freemail.com**

**CAREER OBJECTIVE**

**I am a fresh college graduate currently seeking for an entry level position in which I can utilize and enhance knowledge relevant to my chosen field. Moreover, I would like to work with other professionals to improve my skills and to make contributions to the best of my ability for organization as well as individual growth.**

*Characteristic:*

* Polite, responsible and courteous manners.
* Good communication and interpersonal skills.
* Highly motivated and eager to learn new things.
* Positive thinking, self-motivated, energetic and well disciplined.
* Ability to work under pressure.
* Computer literate and can speak English.
* Manage the time effectively, prioritizing tasks and able to work to deadlines.
* Flexible to accept new duties, assignments and responsibilities.
* Maintains a sense of honesty and integrity in the workplace.
* Shows appreciation and communicate with co-workers effectively.

**TRAINING EXPERIENCE**

* **April 14, 2015 – June 08, 2015 : On-the-Job Training**

**Land Bank of the Philippines**

*Duties and Responsibilities:*

* Assist the new clients in filling their forms or helping them on how is the procedure to open an account.
* Communicate with clients, employees and other individuals to answer questions, explain or disseminate information, take orders and address complaints.
* Records client’s information, and other related documents.
* Complete any duties assigned by the supervisor or other employees of the bank.
* Maintain client confidence by keeping their information confidential.
* Compile, sort, copy and file records of bank activities, transactions and other activities.
* Checking and counting money transactions.
* Editing letters to be send to the clients for their update accounts.
* Follow dress code and good etiquette in the work place.
* Operate office machines, such as photocopiers, scanners and personal computers.
* Answer telephone calls, direct calls and take messages.
* Maintain regular and consistent attendance and punctuality.

**PERSONAL PROFILE**

**Nationality : Filipino**

**Date of Birth : October 09, 1995**

**Age : 21 Years Old**

**Gender : Female**

**Civil Status : Single**

**Religion : Roman Catholic**

**Languages Spoken : English & Tagalog**

**Visa Status : Fathers Visa**

**Educational Qualification**

* **June 2012 – March 2016 : Bachelor of Science in Business Administration**

Major in Business Management

 **University of Batangas**

*Reference:* **Available upon request.**