** Sannielyn**

**Sannielyn.322651@2freemail.com**

 **Curriculum Vitae**

**Working Experience**

Job Descriptions:

\*Time Keeping, Collecting of Form, Maintain Daily Time Record Accurate, and from Preparing of Summary, Computation, releasing salary.(EXCEL)

\*Loan deduction, Summary of Tardiness report,

\*Checking of Sales Report for the F&B.

\*Account Receivable Officer for F&B.

\*OR Computation and Encoding.

\*Monitoring of Metrodeal.

* **Payroll / Administration**

**Oct 2015-Present**

 **Ace Water Spa & Health Inc**.

 D’ Ace Plaza Brixton St. Cor. United St.

 Brgy. Kapitolyo, Pasig City

* **Personnel/Payroll Clerk**

Job Descriptions:

\*Time Keeping, Encoding Data Computation of Manual Payroll (Excel)

\*Monthly Submission of Contribution, Mandated Government Benefits such as: SSS, Phealth , Pag-ibig.

\*Field Works: Payment of Contribution & Loans.

\*Personnel: Monthly Manpower, Age Bracket, Filed forms

**May 2014 – September 2015**

 **Futurewear Inc.**

 234 Sumulong Highway

 Brgy. Mambugan, Antipolo City, Rizal

* **Production Operator/Quality Inspector**

**October 2012- March 2014 Terumo Phils. Corp.** Techno Park Biñan, Laguna, Under Agency of Testech Incorporated, Calamba Premiere, Brgy.Batino ,Calamba Laguna

**EDUCATIONAL ATTAINMENT**

**Skills**

**\***Computer Hardware (Troubleshooting, reformatting, installing, networking)

\*Computer Literate (MS Word, MS Power Point, MS Excel, Encoding)

\*Multi- tasking

\*Knowledgeable in Book Keeping

\*Knowledgeable in Benefits and Compensation

\*Human Relation work or HR, Payroll Analyst

**Achievements**

\***Computer Hardware Servicing**

 **National Certification II TESDA**

**PERSONAL INFROMATION**

**Age : 23**

**Height : 5’2**

**Weight : 60**

**Birth date : August 28, 1992**

**Status : Single**

*“I hereby to certify that above information true and correct to the best of my knowledge and beliefs”*

**Tertiary**

* St. Amatiel Technological Institute

3rd&4th Floor BookOne Building, Brgy.San. Vicente,

City of Malolos, Bulacan

**Computer Science**

S.Y. 2010 - 2012

**Secondary**

* Marcelo H. Del Pilar National Higschool

Brgy. Sta. Isabel

City of MalolosBulacan

S.Y. 2008 - 2006

* Felizardo C. Lipana National Highschool

Sta. Rita, Guiguinto, Bulacan

S.Y. 2006 - 2004

**Primary**

* Tikay Elementary School

Brgy.Tikay, City of Malolos, Bulacan

S.Y. 2004 - 1998