**CHAVEZ**

[Chavez.324444@2freemail.com](mailto:Chavez.324444@2freemail.com)

**OBJECTIVE:**

To pursue a career that will capitalize on my strong interpersonal, management and leadership skills.

**WORKING EXPERIENCE:**

**Pure foods – Hormel Company**  June 6, 2016 – September 20, 2016

**Receptionist / Secretary**

General Trias, Cavite, Philippines

**Duties and Responsibilities**

* Welcomes visitors by greeting them, in person or on the telephone.
* Directs visitors by maintaining employee and department directories, giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Responsible in correspondents and quotation letters
* Filling of necessary papers systematically
* Sort out and record all incoming documents

**H.R.D (S) PTE., LTD.** August 20, 2011 – May 20, 2016

**HOUSE RESEARCH AND DEVELOPMENT (S) PTE., LTD.**

**Office Staff**

General Trias, Cavite, Philippines

**Duties and Responsibilities**

* Design Japanese house plans
* Responsible in layouts and design of house plans using architrend and walk-in-home similar as autocad which has automatic 3d view

**JAE PHILIPPINES, INC.** November 15, 2010 - May 15, 2011

**Production Crew**

Cavite, Philippines

**Duties and Responsibilities**

* Responsible in stock allocation and storage and proper stock handling.
* Responsible in stock control and inventory.
* Ensure to produce high quality products at the right time and quantity and to maintain high sanitation of hygiene and sanitation.

**Max Restaurant** May 05, 2010 - November 05, 2010

**Service Crew**

Tagaytay City

**Duties and Responsibilities**

* Delivering food and beverages
* Removing used dishes, setting up and taking down tables
* Maintain the cleanliness of the restaurant.
* To make sure that the customer satisfied to the foods and service

**EDUCATIONAL BACKGROUND:**

College: Cavite State University – Naic Campus

Naic, Cavite (2008-2010)

* **Associate in Computer Technology**

Secondary: Indang National Highschool

Indang, Cavite (2004 – 2008)

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| --- |
| Technical Skills: |

* Application software: MS WORD, MS EXCELL, MS POWERPOINT
* Willing to try new things, interested in improving efficiency on assigned job, able to accept supervision and get along with co-worker
* Architrend Software and Walk-In-Home Software

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| **PERSONAL DATA :** |

Age **:** 24 years old

Date of Birth **:** June 2, 1992

Civil Status **:** Single

Height **:** 5’2

Weight **:** 151 lbs

Citizenship **:** Filipino

Religion **:** Catholic

Visa Status **:** Visit Visa

Valid Until **:** February 17, 2017

Languages **:** English and Filipino