**Marjoy**

**Marjoy.326939@2freemail.com**

**OBJECTIVE:**

To work at a position that will fit on my educational qualification and working experiences. To work with other professionals that will help me fully utilize my skills and knowledge in computer and client services.

**QUALIFICATION HIGHLIGHTS:**

* Willing to assume task and responsibilities with initiative
* Good verbal and written communication
* Can handle clerical works in an organize manner
* Excellent computer proficiency with ease in using ( MS Office, MS Powerpoint, MS Excel)
* Competent in using basic programming languages (C, C++, Web Programming)

**PERSONAL INFORMATION:**

SEX : Female

DATE OF BIRTH : December 29, 1991

AGE : 24

STATUS : Single

CITIZENSHIP : Filipino

HEIGHT : 5’2”

**EDUCATIONAL BACKGROUND:**

**CEBU INSTITUTE OF TECHNOLOGY – UNIVERSITY**  **2010-2014**

N. Bacalso Avenue, Cebu City

Bachelor of Science in Information Technology (BSIT)

**LEADERSHIP TRAINING HIGHLIGHTS:**

 **Year 2011-2012** : **CIT-U Computer Students Society**

 IT Council PRO

**March 30, 2011**  : **CIT-U Computer Students Society**

 Learning the Basics of Leadership w/

 Camaraderie and Commitment

**October 21-23, 2010**  : **CIT-U Computer Students Society**

 3day - Leadership Training 2010

**November 13-14, 2010**  : **Cyber Council of Cebu**

 2dayLeadership Training 2010

**SEMINARS ATTENDED:**

**February 2015 : ML Manager & Trainee Leadership Training**

**December 17-19, 2014 : ML Basic Program Training for Trainee**

**March 7, 2014 : 10th PSITE Cebu ICT Student Congress**

**March 1, 2014 : CCNA Basic IP Telephony**

**February 15, 2014 : Financial Management**

**February 15, 2014 : Leadership an Personality Development**

**February 1, 2014 : IT/IBM Career Expectations**

**WORKING EXPERIENCES:**

**GH Falco Philippines Inc.**

**Punta Prinsesa Cebu City**

**(September 2013 – January 2014)**

**Assistant Accounting Clerk/Encoder**

* **Assist new employee and input their information on the database**
* **Do paper works like weekly and monthly reports of the agents**
* **Update and compute the daily task of the agents**
* **Releasing weekly payroll**

**RENS Marine Services**

**Arpili Balamban Cebu City**

**(January 2014 – March 2014)**

**Technical Support/Encoder**

* **Check and maintain the stability of the computers**
* **Make reports through the use of Microsoft Applications**
* **Create and release payroll of the contractors**

**MLhuillier Financial Services Inc.**

**Macapagal Toledo Cebu City**

**(November 2014 – April 2015)**

**Branch Teller**

* **Process daily international and local money transfer**
* **Transact pawning, interest and redemption of jewelry**
* **Receives cash payments for bills and cash transfer services**
* **Summarize and compute all the transactions of the day**
* **Creates comparative report of all the monthly transactions**
* **Attend to client’s concerns and resolves customer related problem**

**Toyoflex Cebu Corporation**

**MEPZ 1 Lapu-lapu Cebu City**

**(December 2015 - January 2016)**

**Purchasing Staff**

* **Making purchase order**
* **Input and organize all purchase data to the system**
* **Purchase supplies needed to all department request**