

**ARIES**

**ARIES.332568@2freemail.com**

**Career Objective**

To be part of progressive organization which i can contribute my knowledge and skills as well as gain experience for the advancement of my career and development of my potentials and abilities.

**Skills**:

Computer literate and knowledgeable in Microsoft Office Applications and Office Work Excellent interpersonal skills

**Personal Data**

Date of Birth : April 3, 1993

Gender : Male

Age : 23

Height : 5’7

Citizenship : Filipino

Civil Status : Single

Languages and Spoken : Filipino, English

Visa Expiration : January 25, 2017

**Educational Background**

**Tertiary**:
 New Era University

 #9 Central Avenue Quezon City
 BSBA-Financial Management
 2011 – 2016

**High School**:
 San Francisco High School

 Misamis St., Brgy.Sto. Cristo, Bago Bantay, Q.C

 2005-2009

**Elementary**:

 Bagong Barrio Elementary School

 G. De Jesus Corner Malolos Ave. Caloocan City

1999-2005

**Seminars Attended**

March 9, 2015

**“POSITIVE PSYCHOLOGY SEMINAR”**

New Era University

NDEP

January 2016

**“NATIONAL FINANCE SUMMIT, CFA SUMMIT 2016”**

SMX MOA Convention Center

February 19, 2016

**“PRE-EMPLOYMENT ORIENTATION SEMINAR”**

Iglesia Ni Cristo Tabernacle

**Work Experience**

* **Office Staff**

April 14, 2016 - October 15, 2016

**“JUMS Insurance Services”**

5th Floor Columbian Building West Avenue, Quezon City

* **On the Job Training**

December 3, 2015 – March 28, 2016

**“BUREAU OF IMMIGRATION – Student Visa Section”**

2nd floor , Civic Center Building C

Quezon City Hall Complex, Quezon City

* How to provide an excellent customer service.
* Assist in: RECEIVING/VERIFICATION and COMPLETENESS of SV APPLICATIONS.
* RELEASING SV Application to school representative.
* PROVIDING SV Checklist and Application Forms.
* RECEIVING mails.

**Personal Skills**:

* Willing and interested to learn more
* Focus
* Good communication skills
* Understanding
* Ambitious
* Fast Learner
* Team player
* Patient
* Good listening skills
* Multitask
* Fast typing skills

I hereby certify that the above information are true and correct.