** REMMI**

**REMMI.334610@2freemail.com**

**OBJECTIVE :**

Seeking a position in administration department in which I am given the opportunity to play a direct role in the unlimited growth of my management and administrative skills and the success of a solid organization.

**EDUCATION :**

**College** **:** Bachelor of Science in Business Administration ( major in Business Management ) Central Philippine University, Iloilo City – 2016

**High School :** 21st Century Private Academy Abu Dhabi, United Arab Emirates – 2012

**Elementary School :** Pioneers International Private School Abu Dhabi, United Arab Emirates 2008

**Trainings / Seminars Attended:**

* Four months OJT at Government Service Insurance Systems (GSIS), Iloilo City – November 2015 – March 2016
* Pre-Employment Training Seminar held at Central Philippine University, Iloilo City – February 2016
* APEC SME Summit 2015 “Innovation and Big Ideas: Pushing Boundaries” Live Streaming at Rose Memorial Auditorium, Central Philippine University, Iloilo City – November 17, 2015
* Personality Development and Stress Management at Educational Media Center, Central Philippine University, Iloilo City – September 5, 2015

**Skills and Traits:**

* Quick learner, Good communication skills, Resourceful, Responsible, Goal oriented, Self-motivated, Computer Literate, Hardworking, Honest and Punctual.
* Computer Literate ( Microsoft words, excel, power point)

**Personal Data:**

**Name :** Remmi **Status :** Single **Age :** 21 years old **Birth Place :** Iloilo City **Birth Date :** January 21, 1995 **Weight :** 48 kgs **Height :** 5’0” **Religion :** Catholic **Nationality :** Filipino