Dear Sir / Madam:

Good day to you.

I would like to apply for any suitable position in your esteemed company where I can be of use thru my acquired skills and knowledge.

Please refer to the enclosed CV for my employee skills and qualifications. I appreciate your time in considering my application to become part of your organization.

Sincerely,

**Moana**

**Moana** 

**Moana.335152@2freemail.com**

***Career Objectives:***

To be part of a progressive company that will give me the chance to be able to utilize my full potential in accordance with my knowledge and skills to contribute towards the attainment of self-development and achievement of the organizational goals.

# Summary of Qualifications

* Proficiency in fast typing and data entry speed, detail oriented and able to identify errors with moderate accuracy, absorption of details & ability to work in a pressurized time sensitive environment.
* Good at obtaining information, documenting or recording information, interacting with computers, analyzing data, processing information, communicating with supervisors and co-workers and organizing work assignments.
* Willing to undergo training and can work under minimum supervision and independently.

# Skill Proficiencies

Basic Microsoft Office (MS Word, MS Excel, MS PowerPoint, the Internet)

Adobe Photoshop Creative Suite, Basic AutoCAD-2D

Basic Secretarial, Procurement, HR & Admin Training

**Work Experience**

 **Data Analyst / Data Encoder**

Accudata, Inc - International Data Conversion Solutions Inc - Estes Batangas

Batangas City, Philippines

February 2015 – July 2016

**Machine Operator / Image Test**

IM Digital, Inc.

F P I P, Sto. Tomas, Batangas, Philippines

February 2014 – December 2014

**Production Operator**

Epson Precision Philippines Inc.

Lipa City, Batangas, Philippines

November 2012 – May 2013

**Sales Assistant**

Papa Jose’s Minimart

Batangas City, Batangas, Philippines

February 2012 – October 2012

# Education

**BS Architecture** (Undergraduate) 2007 - 2010

Batangas State University

Batangas City, Philippines

# Trainings attended

PROCUREMENT (BASIC) HR & ADMIN (BASIC)

18 Hours Training 18 Hours Training

Filipino Institute Deira Dubai Filipino Institute Deira Dubai

December 2016 – January 2017 December 2016 - January 2017

**SECRETARIAL (BASIC) BASIC AUTOCAD - 2D**

18 Hours Training 36 Hours Training

Filipino Institute Deira Dubai Genetic Computer Institute Batangas

September – October 2016 February 15 – March 3, 2016

ou

**BASIC COMPUTER TRAINING ADOBE PHOTOSHOP CREATIVE SUITE**

24 Hours Training 18 Hours Training

Global ICT Institute Batangas Genetic Computer Institute Batangas

February 3 – 12, 2014 September – October 2012

**Personal Details**

Birth date : **15th September 1990**

Marital Status : **Single**

Nationality : **Filipino**