**AIZA**

**Aiza.335368@2freemail.com**



**COMPUTER AND NON-TECHNICAL SKILLS:**

* Proficient in MS Office Tools (MSWord/Excel/PowerPoint/Publisher), MarkUp
* Goal-oriented, hardworking & with positive disposition, honest and responsible.
* Can do multi-tasking and works well under pressure.
* Can work for long hours and works best with team.
* With good communication skills.
* Driving Restriction 1

**OBJECTIVE:**  To secure a challenging position that allows me to

contribute my customer service, salesrelated office

 support and computer skills.

**WORK HISTORY:**

***Accounting Officer***

DCTV Cable Network Broadband Services, Inc.

Nov. 2012 to Dec. 2016

*Duties/responsibilities:*

* Issue monthly customer statements
* Update customer files with issued invoices
* Make sure that the collection is correct and with appropriate

 official receipt

* Analyze the billing statement of the subscriber.

***Document Analyst***

Innodata Knowledge Services, Inc.

Alternate Rd. Legazpi City

Oct. 2009 – February 29, 2012

*Duties/responsibilities:*

* Studying and familiarizing with the specifications and update

 of the assigned projects.

* Ensuring production quality and quantity requirement of the

 assigned task/s are met, completes batch slip and

 EPS (Electronic Production Sheet).

* Reporting problems/concerns encountered that may

 hinder job completion.

***Disk Jockey/Secretary***

DZCA Fm 105.9 Mhz

Balintawak St., Albay District, Legazpi City

June 2007- March 2009

*Duties/responsibilities:*

* Announces radio program of musical selections.
* Comments on music and other matters of interest to

audience, such as weather, time, or traffic conditions.

* May specialized in one type of music, such as classical, pop,

rock, or country and western.

**TRAININGS:**

**Student Teacher** Nov. 2008 – Feb. 2009

CAT College300 Hrs.

**IT Training Finishing Course** December 2-15, 2008

Korean Internet Volunteers

**Land bank**  Nov. 10, 2007 – Feb. 14, 2007

Albay Branch 200 Hrs.

On-The-Job Training

**EDUCATIONAL BACKGROUND:**

Highest academic qualification: **College Graduate**

2005-2009 **BS in Office Administration** *Received Academic Scholar*

Major in Computer Education

Computer Arts and Technological College (CATC)

Legazpi City

2005-2007 **Computer Secretarial**

Computer Arts and Technological College (CATC)

2000-2004 **Marcial O. Rañola Memorial School (MORMS)**

Guinobatan Albay

 Secondary Education

1994-2000 **Cabangan Elementary School**

 Primary Education

**PERSONAL DATA:**

Gender : Female

Age : 28 years old

Date of Birth : October 9, 1988

Marital Status : Married

Nationality : Filipino

Height : 5’2’’

Weight : 45 kls.

Religion : Roman Catholic

Language/Dialect : English, Tagalog, Bicol