**Philip**

[**Philip.335492@2freemail.com**](mailto:Philip.335492@2freemail.com)

**OBJECTIVES:**

To work in demanding environment with all my skills and efforts to explore and familiarized myself in various fields, to comprehend my potential and add to the growth of organization with inspiring performance. To bring out the best of my potentials for the Glory of God and for the benefit of my employer, to the community and myself in preparation for the future.

**PERSONAL INFORMATION:**

Gender : Male

Age : 22

Date of Birth : May 13, 1994

Civil Status : Single

Citizenship : Filipino

Religion : Christian

Dialects : Tagalog, English

Visa Status : Employment

**EDUCATIONAL BACKGROUND:**

College : **Bachelor of Science in Information Technology**

**Nueva Ecija University of Science and Technology**

Gen. Tinio St. Cabanatuan City, Philippines

S.Y. 2010-2014

**SKILLS:**

* Oriented in Microsoft Office applications such as:
* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint
* Microsoft Office Access
* Software Installation.
* Capable of creating and editing a picture, video, picture, files and presentation using different Microsoft Windows application.

**QUALIFICATIONS:**

* Dedicated and hardworking individual.
* Exceptionally versatile and adoptability.
* Exposed and interacted with wide variety of personality.
* Ability to advance to a higher job levels with activities efforts toward self-development and advancement
* Willing to render overtime.

**RELATED LEARNING EXPERIENCES:**

**Waiter / Host / Customer Service Representative**

February 2015 – January 2017

Zahr El Laymoun Restaurant Shamma Capital

Al Majaz Park, Sharjah

**Duties and responsibilities:**

* Greet customers and seat them according to their preferences.
* Offer welcome drinks and beverages.
* Take orders and provide information about menu items.
* Ensure that the order is prepared according to the menu.
* Ensure order quality and quantity prior to serving.
* Ensure that continued service is managed during the course of the meal.
* Keep a constant eye on the table to gauge needs and fulfill them immediately.
* Ensure that all tables replenished with eating dishes.
* Accept payment in cash and credit card.

**On – the – Job Training**

**Encoder/Clerk**

28th March – 17th May 2012

Development Bank of the Philippines

Cabanatuan City

**On – the – Job Training**

**Encoder/Clerk**

16th April – 27th May 2013

Philippine Overseas Employment Administration

Ortigas Ave., Mandaluyong City

**Duties and responsibilities:**

* Prepares source data for computer entry by compiling and sorting information, establishing entry priorities.
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Secures information by completing data base backups.
* Maintains customer confidence and protects operations by keeping information confidential.

**SEMINAR AND TRAINING ATTENDED**:

* **Cyber Crime Law and Ethics for IT Professional**

22th November 2012

Nueva Ecija University of Science and Technology

Cabanatuan City

* **Student Assembly in Information Technology Education**

6th September 2013

Olongapo City Convention Center

Olongapo City

* **Pre – Employment Orientation Seminar**

18th February 2014

Nueva Ecija University of Science and Technology

Cabanatuan City

* **This is IT**

21st February 2014

College of Education Auditorium

Nueva Ecija University of Science and Technology

Cabanatuan City

I hereby certify that the above information’s are true and correct to the best of my knowledge and belief.