**ROSE**

**ROSE.336524@2freemail.com**

**Objectives**: I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself and where I can use my skills and knowledge to help the company and my co-workers be successful.

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| **PERSONAL DATA** |
| Age:  | 30 |
| Date of Birth:  | Mar 10, 1986 |
| Gender:  | Female |
| Civil Status:  | Single |
| Height:  | 157.52 cm |
| Weight:  | 47 kg |
| Nationality:  | Filipino |
| Religion:  | Christianity - Catholic |
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**Education**

**Primary**  : **Saavedra Saway Elementary School**

 **1999-2000**

**Secondary** : **Labangal National High Shool**

 **2002-2003**

**College : Philippine Institute of Technology**

 **2004-2006**

**Course: Nursing- Aide**

 **Skills:**

Other Information

Special Skills: Have skills using English Filipino language satisfactory interpersonal relations and leadership qualities.)

Communication Skills, Computer Literate ( Microsoft Word 2007, Microsoft Excel 2007) Computer Encoding, Organizing Events, Community Organizing, Sales Talk

**Languages**

Language Spoken Written : Filipino and English

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| **WORK EXPERIENCE** |
| **I have been working for 6.3 year(s).** |

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| Feb 2013 up to June 2016 (3 years) | **Admin Clerk**Philippine Fisheries Development Authority | Soccskargen, Philippines |
|   | Industry | Government  |
|   | Specialization | Clerical/Administrative Support |
|   | Role | Clerk |
|   | Position Level | 1-3 Years Experienced Employee |
|   |
|   | Job description :• Prepare/process purchase request, pre-repair inspection of materials• Prepare and submit reports monthly:1. Space Rental of GSFPC (Agro & Commercial)2. Water & Power consumption of GSFPC client’s 3. Refrigerated Van Power Plug-in 4. Capital Outlay Status• Prepare and submit Manpower schedule of PMD staffs (Daily work schedules, Night Differential, RAROS), work accomplishment and others• Data encoder• Data filing of outgoing and incoming communications• Prepare/process Cash Advance of materials, RIS, IAR etc.• Update monitoring of personnel accomplishment • Prepare and Assist payments for plug-in and equipment rental |
|  |   |   |
| Apr 2006 - Mar 2009(3 years) | **Office Clerk**Barangay Hall ( Government) | Soccskargen, Philippines |
|   | Industry | Government  |
|   | Specialization | Clerical/Administrative Support |
|   | Role | Clerk |
|   | Position Level | 1-3 Years Experienced Employee |
|   |
|   | Job Description: Prepare and Process Payments of Office supplies, Food Catering Socio-Cultural ActivitiesAssist liquidation of Payments and Payroll of the Barangay Officials and EmployeesPrepare and Process Honorarium of Trainers for the seminarsProcess Office Supplies requestData EncoderPrepare remittance of Barangay Officials and employees Phil.Health Insurance and process remittance in Income tax quarterly and remittance on Social Security System (SSS) of the employees and officials quarterly. |
|  Position:  | **Call Center Agent** |
| Duration:  | Mar 2011 - Jul 2011  |
| Company:  | Six Eleven Global Services |
| Department:  | Sales (Outbound) |
| Job Description:  | Calling residential customer in Canada and offer products over the phone. e.g Magazines and Health Insurance |

**SEMINARS & TRAININGS:**

* Peer Educators of Gensan Teen group & family Planning Organization of the Philippines 2003 up to the present
* Sanguniang Kabataan (SK) of Barangay Labangal 2003-2007
* SK Secretary of Barangay Labangal 2003-2007
* Attended Seminars about TECHNICAL QUALITY SERVICE (TQS) - regarding about the proper attitude of the employee to their employer and co-workers, and on how the proper and right way to entertain the clients or customer and the proper ethics and value of an employee.

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