

**LORENA**

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| **Objective** |  | To be able to qualify for a position that will utilize my educational qualification, which will serve not only as a career growth but also a challenge to my profession. |
| **SEMINARS/TRAININGS** |  | “TESDA TRAINING”Finishing Course (100hrs)San Fernando, Pampanga, PhilippinesApril 1, 2012“Career Quest 2012”Job Orientation For Graduating College StudentsSan Fernando, Pampanga, PhilippinesMarch 27, 2012“Clark Corex 2011”Fontana Convention CenterClark, Pampanga, PhilippinesOctober13-14, 2011 |
| **Skills** |  | * **Technical Skills (MS OFFICE PACKAGE)**
* **Soft Skills**
* **Communication**
* **Inter-Personal Skills**
* **Impressive and Pleasing Personality**
* **Positive Attitude**
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| **Work History** |  | Data ENCODER / SAFER BANK (On Job Training)A CONSUNJI ST. CITY OF SAN FERNANDO PAMPANGA, PHILIPPINES(250HRS.) April 18, 2012 - June 8, 2012* Carries out any lawful and reasonable instruction as instructed by reporting line.
* Ensures that confidentiality of data collected and stored are maintained
* Assures protection of the systems and data by performing at least one system back up per day.
* Assists when and where necessary in developing improved patient records management
* Consults with software programmers and/or evaluators for troubleshooting database problems.
* Maintains accurate and up-to-date data.
* Attends required data entry trainings and meetings and provides input to enhance of data systems.
* Produces automated reports on request.
* Other duties as assigned.

counter checker / MADISON SHOPPING PLAZA INC.SM CITY PAMPANGA, BRGY. LAGUNDI, MEXICO, PAMPANGA, PHILIPPINESJuly 23, 2013 – December 31, 2013* Count each item to ensure number compliance with work orders and raise concerns about additional or lesser items received.
* Checking number of items on the work order list.
* Compare work orders with actual items to ensure that the proper item and quantity has been pulled.
* Check transactions against cash / credit card payments received and ensure that they tally.
* Validate checks and shady credit or debit card payments and confer with customers to ensure that payment instruments are being used legally.
* Create and maintain counter checking reports and inform supervisors of any outstanding issues regarding missing items or dodgy cash transactions.

**PROMODISER / NATIONAL STORE LLC,.**AL NAHDA SHARJAH, DUBAI UAE April 28, 2014 – November 24, 2015* Ensures the achievement of sales targets;
* Responsible for timely and proper display and replenishment of merchandise;
* Receives and check accuracy of all products deliveries and reports discrepancies immediately;
* Conduct inventory as scheduled;
* Identify and segregate items for pull-out damage, dirty and slow moving;
* Safeguard merchandise from external and internal losses (e.g. theft, damage, etc.);
* Maintain orderliness and cleanliness at the selling and stockroom area;
* Prepare and submit accurate reports on time;
* Provides fast, efficient and courteous service at all times to customers;
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| **Education** |  | BACHELOR OF SCIENCE IN COMPUTER SCIENCE / ST. NICOLAS COLLEGE OF BUSINESS AND TECHNOLOGY / SAN FERNANDO, PAMPANGA, PHILIPPINES**JUNE 2009 – MARCH 2013** |
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I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.