**MARY**

**MARY.337152@2freemail.com**

**OBJECTIVE:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals. I want to excel in this field with hard work, perseverance and dedication.

**PROFESSIONAL EXPERIENCE**

**DATA ENCODER**

**Wilcon Builder’s Depot**

Diversion Road, Brgy. Alangilan Batangas City

March 23, 2015 – February 16, 2016

**Duties and Responsibilities:**

* Checking all the previous receipt every morning.
* Withdrawing or finalizing the receipt of the item
* Responsible for encoding and monitoring of the In and Out of the items of the store.
* Handles the delivery schedules of the items of the customer.

**SEMINARS AND TRAININGS ATTENDED**

 **Sales Kickoff 2015 Seminars**

Diversion Road, Brgy. Alangilan Batangas City

May 19, 2015

**“Career Day” Education/ Geared Up Career Seminar**

Culture & Arts Building (Auditorium), University of Batangas

February 15, 2014

 **“PEOS” Pre-Employment Orientation Seminar**

Culture & Arts Building (Auditorium), University of Batangas

October 3, 2013

**IT is Power: Intel Philippines**

Culture & Arts Building (Auditorium), University of Batangas

September 28, 2012

**EDUCATIONAL BACKGROUND**

**Tertiary level** : University of Batangas

 Hilltop, Batangas City

 Bachelor of Science in Information Technology

 2010 – 2014

**PERSONAL INFORMATION**

Age: 25

Birthday: January 3, 1992

Nationality: Filipino

Visa Status: Visit Visa

Status: Single

Religion: Roman Catholic

Language: English, Filipino

I hereby certify that the above information is true and correct to the best of my knowledge.