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**Frederick**

**Frederick.339224@2freemail.com**

CAREER OVERVIEW

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where i can utilize my skills and knowledge efficiently for organizational growth.

CAREER HISTORY

**Graphic Artist** March 2014 – Nov. 2016

*Sid’s Party Needs* - Las Piñas, Philippines

* Prepares work to be accomplished by gathering information and materials.
* Incorporate changes recommended by the clients into the final design
* Creating layouts for invitation cards and tarpaulins for family gatherings and occasions.

**Business Process Associate** Oct. 2012 – Jan. 2014

*Amdatex Corporation-* Las Piñas, Philippines

* Process and capture information to system according to methods and procedure
* Investigate on the property that was about to collateralize and their personal Encumbrances in order to approve their proposed loan to a bank.
* Typing of valid documents as required by the project.

**Office Assistant** July 2010 – Sept. 2011

*E.V Suyosa Builders*- Las Piñas City, Philippines

* Perform clerical duties including filing and inventory.
* Manage calendars and arrange appointments.
* Operate office machinery such as copier and fax machine.

**Operations Manager** Jan. 2008 – Dec. 2008

*IMEX (International Mailing Exchange)*- Quezon City, Philippines

* Operates international shipment services.
* Ensure liaison with agents and coordinated arrangement of shipments.
* Take responsibility for the shipment from its origin country until the shipment is delivered to warehouse.
* Review and sign off shipping documents while ensuring completeness and accuracy.
* Issue delivery order by sea and air.

**Warehouse Assistant** July 2006 – Oct. 2007

*CHINSU Phils*.- Cavite, Philippines

* Prepare and complete orders for delivery according to schedule (washing machine, motorbike, etc.)
* Receive and process warehouse stock products (pick, unload, label, store)
* Perform inventory controls and keep quality standards high for audits.
* Complete diary logs into inventory.

**TRAINING**

**Cavite Computer Center** Sept. 2014 - March 2015

 *Cavite, Philippines*

* Photo Editing and Graphic Design
* Basic Computer Repair & Networking
* Advance Computer Application
* Basic Computer Application

**Pierre and Paul Solutions Call Center Training**  March 2012

* Customer Service Representative/Technical Support

**Southern Institute of Maritime Studies** Feb. 2010

*Cavite, Philippines*

* Basic Safety Training

***Food and Beverage*Century Park Hotel** Sept. 2009

Manila, Philippines

* Food and Beverage Services Seminar

**QUALIFICATION**

**2005** Bachelor of Science in Information Technology **AMA Computer University**

**PERSONAL DOSSIER**

Date of Birth: November 21, 1981

Marital Status: Single

Nationality: Filipino

Height: 5'7

Languages Spoken: English, Tagalog

**KEY SKILLS**

* Friendly Personality and able to engage customers.
* Self-motivated, initiative, maintains a high level of energy Accuracy and Attention to details.
* Proficient in Microsoft office suite, Troubleshooting, Networking.
* Team-oriented employee focusing on the company goals.
* Driving License (Philippines)