**YUAN**

**YUAN.339353@2freemail.com**

To secure a position in your company that will qualify my educational background, skills, knowledge and capabilities.

**PERSONAL DATA**

Date of Birth : January 04, 1988

Place of Birth : San Jose, Baliuag, Bulacan

Height : 5’4”

Weight : 49kgs.

Civil Status : Married

Nationality : Filipino

Religion : Roman Catholic

Language Spoken : English, Tagalog

 **EDUCATIONAL BACKGROUND**

**TERTIARY :** Baliuag University

 Baliuag, Bulacan

 S.Y 2005-2008 Graduated

 Bachelor of Science in Hospitality Management

 Baliuag University

 Baliuag, Bulacan

 S.Y 2005-2006

 Computer Secretarial

 (Vocational Course)

**SECONDARY :** Mariano Ponce High School

 Baliuag, Bulacan

 2001-2005

**ELEMENTARY :** Concepcion Elementary School

 Concepcion, Baliuag, Bulacan

 1995-2001

**WORK EXPERIENCED**

**Chowking (WaltermartPlaridel)**

Plaridel, Bulacan

Cashier/Crew

November 20, 2005 up to April 23, 2006

**National Irrigation Administration Region III**

Tambubong, San Rafael, Bulacan

Clerk Processor A/Data Encoder/Receptionist

May 2, 2008 up to June 30, 2014

**Laus Group of Companies**

Haima Cars Baliwag

DRT Highway, Baliuag, Bulacan

Sales Executive/Office Clerk

October 17, 2014 – April 29,2015

**Taskforce Marketing Inc**.

CIGNAL

Pulilan,Bulacan

Admin Officer Asst.

June 8, 2015 – November 20, 2015

**Brands for Less LLC**

Dubai, United Arab Emirates

Cashier/Sales Associate/Merchandiser

December 18, 2015 – December 28, 2016

**SEMINAR ATTENDED**

Seminar at Holiday Inn Hotel

Clarkfield, Pampanga

September 5, 2005

*Theme:* Front Office Operating, Housekeeping Services, Food & Beverage Operation

Seminar at Tagaytay Country Hotel

Tagaytay City

August 30-31,2006

*Theme:* Housekeeping Department & Food & Beverage Department

Review and Planning Workshop

BahayBakasyunan, IbaZambales

“PagkaingSapatsaPilipinongMasikap”

February 7-8, 2009

Review and Planning Workshop

Calamba, Laguna

Updates of Rice Production with emphasis on water management

February 16-17, 2010

Basic Merchandising/Customer Service

Muraqqabat Dubai, United Arab Emirates

March 21, 2016

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

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