**PATRICIA**

+971 502360357

 patricia.344528@2freemail.com

**OBJECTIVE:**

 I seek for a company that I can fully use my skills and knowledge that I learned in my education and previous work. I am seeking for a challenging and competitive environment where I can help my company to succeed and establish a career for myself.

**ACADEMIC QUALIFICATION:**

 STI College San Fernando Pampanga

 Bachelor of Science in Information Technology (2011-2016)

**PERSONAL INFORMATION:**

Age: 21 years old

Date of Birth: July 26, 1995

Place of Birth: Philippines

Gender: Female

Civil Status: Single

Nationality: Filipino

Visa Status: Visit

**WORK EXPERIENCE:**

* November 16, 2015 – March 14, 2016 Maybank Philippines, Inc.

**Duties and Responsibilities:** (Secretary)

* Conducting Interview with clients
* Encoding bank statements
* Bank and Credit check
* Acquiring calls and assisting the client with their concerns
* Comply other clerical works
* April 12, 2016 – January 10, 2017 ServCom Inc. Makati, Philippines

**Duties and Responsibilities:** (BMS Operator)

* Monitoring the mechanical and electrical equipment
* Troubleshooting computer problems
* Daily reports of testing, alarms, common and critical problems
* Submission of weekly reports

**ACHIEVEMENT:**

Microsoft Office Specialist (Exam Passer)

**SPECIAL SKILLS:**

* Computer Literate
* Having a fast and accurate typing speed (min 50 WPM)
* Productive in Clerical works
* Knowledgeable in Communication Skills
* Skillful of Research Papers

**PERSONAL SKILLS:**

* Time Management
* Dedicated to work
* Quick Learner
* Ability to Work Under Pressure
* Willingness to Learn

**CHARACTER REFERENCE:**

 Reference available upon request.

I certify that all details and information written above are true and correct.