**RONALYN**

E-mail: **ronalyn.345058@2freemail.com**

**C/o- Contact no.: +971503718643**

**BACHELOR of ELEMENTARY EDUCATION**

(Registered Professional Teacher)

**FOOD AND BEVERAGES NCII**

**CAREER OBJECTIVE:**

 Desire the position of office staff in a challenging work environment where i can contribute to the organization by offering outstanding service for the smooth and efficient operations of the office. And where i can also learn and develop my career.

**Professional Experience:**

**Micro- Finance Corporation** june 2015- december 2016 **OFFICE STAFF**

* responsible for preparing database spreadsheets invertory that is used for management report.
* compute and verify data, fees or payments
* enter data and forward paperwork afterwards
* process applications or forms to ensure completeness and accuracy

**Skills and Abilities:**

•Able to interact with all ages

•leadership qualities

•self motivated

•good organizational skills

**•**Proficiency with Microsoft Excel, Power Point, Excel and Internet.

**EDUCATIONAL BACKGROUND**

**Tertiary Education BACHELOR of ELEMENTARY EDUCATION 2015**

 **Interworld Colleges Foundation**

 Burgos St. Paniqui Tarlac

 **FOOD AND BEVERAGES NCII** **2011**

 **Interworld Colleges Foundation**

 Burgos St. Paniqui Tarlac

  **BACHELOR of SCIENCE IN ACCOUNTANCY 2010**

 **Interworld Colleges Foundation**

 Burgos St. Paniqui Tarlac

 **(undergraduate)**

**Secondary Education Interworld Colleges Foundation 2009**

 Burgos St. Paniqui Tarlac

 **Elementary Education Dapdap Elementary School 2005**

 Dapdap Paniqui Tarlac

**WORK EXPERIENCED :**

**Date Position**

June 2012-April 2014 **ASSISTANT LIBRARIAN**  **INTERWORLD COLLEGES FOUNDATION INC.**

**PERSONAL INFORMATION:**

Age : 24 yrs. Old

Date of Birth : December 17, 1992

Place of Birth : Paniqui, Tarlac

Gender : Female

Weight : 49kg.

Height : 5’3”

Nationality : Filipino

Religion : Christian

Civil Status : Single

**Visit Visa**

 I hereby certify that above mention data and information are true and correct to the best of my knowledge and belief. I hope for your kind