** Angelo**

**Sharjah, United Arab Emirates**

**Contact #: +971502360357**

**E-mail Address:** **angelo.345262@2freemail.com**

CAREER OBJECTIVE

To pursue a career where I can utilize my skills to achieve the objective of the company that provides me job satisfaction, self development and opportunity of continuous learning.

WORKING EXPERIENCE

**Banco De Oro Unibank, Inc.**

2F BDO Building, A.B. Fernandez Ave, Brgy. 1, Dagupan City, Pangasinan

 September 07, 2015 – February 22, 2016

 Job Position: Money Sorter/Clerk

 Job Description:

* Acts as a team leader of the sorting area.
* Responsible for sorting, counting, verification, and consolidation of deposit pick-up of the roving tellers.
* Responsible for filing different documents given by the supervisor.

 **House Research Development Singapore Pte. Ltd.**

Cavite Eco Zone II, Gen.Trias, Cavite.

 February 6, 2014 – July 5, 2014

 Job Position: Office Staff/Data Encoder

 Job Description:

* Visualize and Checking the Planner Request of House Site Plan
* Encoding of House Site Plan.
* Print Documents
* Attaching Documents/Send

**Antipuesto Accounting Office**

 Perez Blvd, Dagupan City

 April 22, 2013 – August 24, 2013

 Job Position: Office Staff/Data Encoder

 Job Description:

* Encoding of Monthly Payments of Electronic Filing Taxpayers
* Encoding of Quarterly List of Sales and Purchases of Taxpayers

EDUCATIONAL BACKGROUND

 **TERTIARY** **Bachelor of Science in Information Technology**

 Colegio de Dagupan

 Arellano Street, Dagupan City

 S.Y.2009 – 2013

**SECONDARY** Judge Jose De venecia Memorial National High School

Bolosan District, Dagupan City

 S.Y.2005 -2009

**PRIMARY** Bolosan Elementary School

Bolosan District, Dagupan City

 S.Y.1999 – 2005

SEMINARS AND TRAINING ATTENDED

 **Seminars and Industry Exposure Seminar**

 REMEC, BSP, ABS-CBN & SPI GLOBAL

 Metro Manila

 **Philippine Society of Information Technology Educators Region 1** Colegio de Dagupan, Dagupan City

 Justin Hall Leisure Coast Resort, Dagupan City

 **Placement Seminars**

 Colegio de Dagupan, Dagupan City

 Arzadon Gym, Dagupan City

**On-the-Job Training 1**

 **City Assessor’s Office**

City Hall, Dagupan City

April-May 2011

Job Description:

* Data Encoding
* Attaching Documents
* Write Information of Land owner properties

**On-the-Job Training 2**

 **DSWD – CAR**

 North Drive, Baguio City

 April-May 2012

 Job Description:

* Print Documents
* Attaching Documents
* Data Encoding
* Installing of the Sales and Inventory System for Dswd-Car

SPECIAL SKILLS

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* Proficient with Microsoft Word 2007 & 2010, PowerPoint,Excel and Internet
* Familiar with use of MySQL, Xampp and Wamp
* CPU Installation and Basic Trouble Shooting
* Good Communication Skills
* Computer Literate

*I hereby solemnly swear that the information contain herein are true and correct to the best of my knowledge and belief.*