Hanan

[Hanan.347198@2freemail.com](mailto:Hanan.347198@2freemail.com)

**CAREER OBJECTIVES:**

* Seeking challenging opportunity where I will be able to utilize my organization skills, Educational background and ability to work well with people which will allow me to grow personal and professionally.
* To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.

**WORKING EXPERIENCE:**

* **Research Assistant (Administrative Assistant/ Office Assistant)**

Research and Development Department (RAD)

RAMGO International Corporation

Pasig City, ManilaPhilippines

August 6, 2014 – February 5, 2017

**SKILLS:**

* Computer Proficieny: In depth knowledge in Microsoft Office software
* Ability to learn new software application
* Typing speed 40 – 45 words per minutes
* Performed various secretarial/clerical duties
* Communication effectively – Effective verbal and written communication skills
* Basic knowledge in Bookkeeping
* Customer-service orientation
* Able to work effectively in a team environment
* Capable of multi-tasking, prioritizing, and managing time efficiently

**EDUCATIONAL ATTAINMENT:**

**Tertiary** : **Bachelor of Science in Computer Science**

College Graduate

Taguig City University, Manila Philippines

2009 – 2013

**Vocational** : **National Certificate III – Bookkeeping**

Technical Education and Skills Development Authority (TESDA)

Taguig, Manila Philippines

**Secondary** : **Taguig National High School**

A-Reyes Lower Bicutan, Taguig City

2005 - 2009

**Primary** : **Maharlika Madrasah Islamic School**

Maharlika Village, Taguig City

1999 – 2005

**LAST SEMINAR ATTENDED:**

**“Customer Service Skills – How Can All Improve”**

Winfield International Training and Consultancy, Inc.

Pasig City, Manila Philippines