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|  | ELVIRAELVIRA.347580@2freemail.com  |  |

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|  | **Objectives:**To develop my skills and ability.To work enthusiastically and optimistically.**Education:****College Graduate: Andres Bonifacio College****1999 – 2003**Bachelor of Science in Commerce major in Management**Experience:****Finance & Admin Asst. (July 2016 – Present)**LCG Group of Companies-Ditributor of Johnsons & Johnsons (Bito-on, Ozamis City)**Accounting In Charge (October 2015 – June 2016)**Millennium Dist. System Inc.-Distributor of Nestle (Maningcol, Ozamis City)**Accounts Receivable Clerk**(January 2014 – September 2015)Millennium Dist. System Inc. (Minaog, Dipolog City)**Leasing In Charge**(July 2013 – January 2014)Dynamic Development Corp. (Quezon Ave. Miputak,Dipoolg City)**Credit &Collection In Charge**(July 2008 – June 2013)Dynamic Development Corp. (Quezon Ave. Miputak, Dipolog City)**Store Supervisor** (November 2005 – May 2006)Haven Grille - Chicken Ati-atihan (Ozamis City)**Head Merchandiser**(December 2004 – November 2005)Star Motorist Express – Caltex Service Station (Dipolog City)**Skills:**Knowledge in Ms Word &Excel**Personal Profile:**Hardworking and responsibleHonestEager and willing to learn**Personal Data:****Nationality:** Filipino**Date of Birth:** January 26, 1983**Place of Birth:** Dipolog City**Religion:** Roman Catholic**Gender:** Female**Civil Status:** Single**Weight:** 51 kgs.**Height:** 5’3**Language Spoken:** English, Tagalog, and Cebuano |