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|  | ELVIRA  [ELVIRA.347580@2freemail.com](mailto:ELVIRA.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 responsible  Honest  Eager 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 |