

**Jenifer**

**Jenifer.348749@2freemail.com**

**Objectives**

Seeking a good opportunity in a good company that enables me to improve my skills,

Increase my practice experience, fulfill my personal ambitions and expand my knowledge.

**Working experience**

**Secretary**

**Carica herbal Health Product, Inc.**

Pagala Branch Baliuag Bulacan

June 2009 to March 2013

**Duties and Responsibilities**

. Handling all the cash transaction of the shop

. Provide assistance to the customer

. Answer telephone calls

. Conduct daily inventory

. Assist all costumer need and maintain a good relationship with the clients

**Sales Clerk**

**De Leon Coulors Telecom Shop**

Poblacion Baliuag Bulacan

November 2005 to May 2009

**Duties and Responsibilities**

. Welcoming the customer upon entering the shop

. Helping the customer about their queries and finding the most applicable deal for them

**Secretary / cashier**

**Eunicom Computer Parts and Accessories**

Aurora Blvd. Quezon City

September 2004 to October 2005

**Duties and Responsibilities**

. Handling all the cash transaction of the shop

. Assist customer needs.

. Maintaining daily report of sales

**Cashier**

**Isave.com computer parts and accessories**

Mindanao aver Muñoz, Quezon city

April 2004 to September 2004

**Duties and Responsibilities**

. Handling all the cash transaction of the shop

. Assist customer needs.

. Maintaining daily report of sales

**Educational Background:**

Tertiary **Universal Institute of Science and Technology (UIST)**

M.Ponce St. Poblacion, Baliuag, Bulacan

Course **Computer and Electronics CommunicationTechnology(CECT)**

2002 – 2004

Secondary**Sulivan National High School**

Sulivan, Baliuag, Bulacan

 1998 – 2002

Elementary**CaduangTete Elementary School**

CaduangTete, Macabebe, Pampanga

1992-1998

Skills Computer Literate /Fast learner/Team Player/Proficient in English/ Punctul

**Personal Data:**

Age: 31 yrs. Old

Birthday: March 12 1985

Birth Place:San Simon Pampanga

Civil Status: Married

Citizenship: Filipino

 Religion: Roman Catholic

Height:5’3

Weight:137lbs.

 Visa Status: Visit Visa

 **Character Reference:**

Available Upon Request

*I HEREBY CERTIFY THAT all information made by me are true and correct to the best of my knowledge and belief.*