

Katrina Katrina.349054@2freemail.com

P **Position to apply** : Secretary cum Receptionist

**Career Objectives:**

*To seek and to keep for challenging position with a good opportunity and to join an expanding and highly motivated organization that has excellent plan for my future and to secure a position that will enable me to use my strong communication & organizational skills ,customer service ,and my ability to work well with the people.*

**Educational Background:**

Tertiary

**Lyceum North-western University**

***BS in Nursing***

Tapuac District , Dagupan City

2011

Secondary

**Alaminos City National High School**

Alaminos City , Pangasinan

Philippines

2006

Elementary

**Tagudin Elementary School**

Tagudin , Mabini , Pangasinan Philippines

2000

**Personal Data:**

**Age :** 27 Yrs old **Civil Status :** Single **Date Of Birth :** 01/25/1990

**Religion:** INC

 **Work experience:**

 **Marketing recruitment officer/ office staff**

 **SMC Manpower Agency Phil. Company**

 **(Philippine recruitment poea registered agency)**

 1726 – B road 2 Corner road 7 Fabie Estate, Sta. ana , Manila

 *June 2014 – January 2017*

 **Job Description:**

* Accounts handling (client accounts)
* Marketing prospective client by means of sending proposal via email
* Outsourced qualified applicants based on manpower requirements of client by means of (website , referrals or others)
* Conduct initial interview with the applicant before sending to employer / client for further evaluation
* Sending Cv’s for client / employer evaluation(Online selection)
* Preparing matrix using Microsoft excel served as data based
* Do documentation process and procedures(prepare necessary documents needed for process in different government offices)
* Do filling and papers works
* Direct communication with our client & applicant
* Assist and attend inquiries of our client & applicant
* Can work under pressure
* Function as encoder at the same time
* Attending Job Fairs
* Employee orientation

 **Promo- dizer**

 **CSI (Cost Saver Incorporated)**

Alaminos City Pangasinan ,Philippines

 *June 2013 – January 2014*

 **Job Description:**

* Promote our product
* Assist customer with their needs
* Do monthly inventory
* Weekly checking expiration of the product
* Monthly reporting status of our product (best seller , less and others) to our coordinator
* Maintain and ensure cleanliness of our products and area

**Skills:**

* Computer literate
* With good communication skills
* Fast learner
* Can work under pressure
* Highly motivated with the work