CURRICULUM VITAE: **ICEL**

[ICEL.349600@2freemail.com](mailto:ICEL.349600@2freemail.com)

**CAREER OBJECTIVE**



**ATTRIBUTES & SKILLS:**

* Ability to work independently.
* Committed to provide excellent customer service all times.
* Proficient in MS Office applications.
* Knowledgeable in Visual Basic Program.
* Have a basic knowledge in CISCO Networking.
* Knowledgeable in Web Designing (HTML-PHP-MySql)
* Knowledgeable in Computer Hardware.

**DATE OF BIRTH**

August 05, 1990

**NATIONALITY**

Filipino

**MARITAL STATUS**

Single

**LANGUAGES**

Tagalog &Visaya

English: Excellent (both verbal and writing).

**VISA STATUS**

**Residence Visa**

**AVAILABILITY**

Immediately

**EXPECTED SALARY**

Negotiable

**References: (Available upon**

**request).**

*I hereby certify the above information are true and correct to the best of my knowledge.*

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organization growth.

**EDUCATION**

*Bachelor’s Degree*  B.S. in Information Technology

*School*   Mindanao University of Science and Technology

*Address*   Cagayan de Oro City, Philippines

*Date Graduated*  April 2011

**PROFESSIONAL EXPERIENCE**

**Present**

**SAMA ALSHAM DENTAL CENTRE**

**Abu Dhabi, UAE**

**Position: Receptionist/Secretary**

***Duties and Responsibilities***: Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints. ● Answer telephones, direct calls and take messages. ● Compile, copy sort, and file records of office activities, Checking eligibility, handling dental insurances, and other activities ● Complete and mail bills, contracts, policies, invoices, or checks. ● Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers. ● Compute, record, and proofread data and other information, such as records or reports. ● Maintain and update filing, inventory, mailing and database system, either manually or using a computer. ● Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.

**September 2013 – September 2015**

**United Hospitality**

Abu Dhabi, United Arab Emirates

**Position: Food & Beverage Attendant**

**July 2011 – August 2013**

**Cagayan Electric Power and Light Company, Inc. (CEPALCO)**

Cagayan de Oro City, Philippines

**Position: Project CMS Staff (Casual)**

**AWARDS ANDSEMINARS:**

* Best in Project Proposal (Web-based Assessment System) SY: 2010-2011
* Search Engine Optimization, MUST-Cagayan de Oro City, February 2011
* Latest Trends in Networking Technology, MUST-CDO City, February 2011