**Dear Madam/Sir,**

I am looking to join an establishment like yours where my Information Technology and office management and administration skills could be used. I have work experienced in school, sales and marketing as well as in office operations and management. Attached is a copy of my CV for your records.

My key strengths include a strong knowledge of office management and operations, I am confident with telephone communication and I am fast learner and relate well to people. I look forward to having an opportunity to use my skills in an establishment such as yours.

If you require any further information from me please contact me. I look forward to hearing from you as the recruitment process progresses.Thank you for reviewing my CV.

Yours sincerel

**GAY**

**GAY.350370@2freemail.com**

Date of Birth: March 5, 1993

**JOB OBJECTIVE**

Work with an environment where I can use my IT and office administration skills.

**SUMMARY OF QUALIFICATIONS**

* NCII Passer
* Experienced in personnel and office management
* Detail oriented and a fast learner
* Work well with minimal supervision and able to work well with others

**EDUCATION**

**Information Technology B.Sc.**

Davao del Norte State College (DNSC) 2009 – 2014

New Visayas, Panabo City, Davao del NortePhilippines

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**LICENSES/CERTIFICATIONS CERTIFICATIONS No.**

* Associate in Information Technology BOT Resolution
* Diploma in Information Technology BOT Resolution
* Data encoder and Computer Operator BOT Resolution
* NCII CHS

**WORK EXPERIENCE**

**Telephone Switchboard Operator**

Creative Decor

Abu Dhabi UAE

Job Responsibilities

* Answer incoming calls/greeting callers
* providing information
* transferring calls and taking messages as necessary
* Organize files/records
* sales

**Nursery School Assistant Teacher**

Deerfields Nursery

Khalifa City A, Street 29 Abu Dhabi UAE

Job Responsibilities

* Assisting the teacher on students arrival and departure time
* Helping with classroom activities and projects and curriculum development
* Maintaining discipline of the classroom in the absence of the teacher
* Assisting where needed with office administration (mainly IT related)

**Assistant Operation Manager& Administrative Assistant**

BakewalkBakeshop

Panabo City Davao del Norte,8105, Philippines

Job Responsibilities

* Preparing daily, weekly, monthly and annual sales reports for management
* Assist with payroll operations
* Communicate with suppliers
* Maintain shopinventory stocks
* Carry out office administrative work including answering the phone, filing, preparing work documents, XL spreadsheets, PowerPoints etc.

**Sales& Marketing Representative**

Major Group of Companies

Tagum City Davao del Norte, 8105, Philippines

Job Responsibilities

* Identifying potential clients
* Carry out face to face marketing of insurance
* Contacting clients – telephone marketing