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| |  |  | | --- | --- | | **Dorothy**  [**Dorothy.351219@2freemail.com**](mailto:Dorothy.351219@2freemail.com)  **Current Location:** United Arab Emirates **Availability:** I can start for work as soon as possible. |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 33 | | Date of Birth: | Dec 4, 1983 | | Gender: | Female | | Height: | 155 cm | | Weight: | 39 kg | | Nationality: | Filipino |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 5.5 year(s).** | | | | 1. | Position: | **Administrative Aide III** | | Duration: | Jun 2010 - Jun 2013 (3 yrs) | | Company: | Department Of Health (DOH-CHD-DR) | | Company Industry: | Government | | Location | Davao City, Philippines | | Department: | MSD | | Job Description: | Assigned in Supply Section at DOH-Davao.  \*Encoding Approved P.O's (Purchase Order). \*Receiving approved Purchase Order (Office Supplies and Equipment, Medical Equipments, Tablets, Syrups and etc.)  \*Calling and Faxing Approved Purchase Order to the Supplier \*Making Inspection report forms and giving it to the inspector  \*Follow-up Purchase Order \*Accepting the Delivered Supplies from the Purchase Order from the Supplier \*Delivering the Supplies to the personnel who requested. \*Sorting of the Supplies. \*Inventory of the Office Supplies at the Storage Room or Warehouse. \*Encoding Non-Delivered Purchased Order in a year. \*Making Disbursement Voucher for the payment of the suppliers.  \*Sometimes assigned in the Procurement Section to assist some encoding of supplies that have won from the bidding.  \*Making of the Purchase Order of the DOH-Davao Region XI. | | 2. | Position: | **Customer Associate/Cashier/Customer Service Representative** | | Duration: | Aug 2009 - Oct 2009 (3 months) | | Company: | LBC EXPRESS-SEM INC. | | Company Industry: | Cargo / Freight Services / Logistics | | Location | Davao City, Philippines | | Department: | Agdao,NCCC,GS GAisano Branch | | Job Description: | Multi-tasking staff. Weighing the document or the cargo, encoding the document/cargo, cashiering, encoding daily transactions, encoding money transfer and accepting bills payment, assisting customer to their needs and questions, maintaining cleanliness of the branch. | | 3. | Position: | **Vault Custodian/ Branch Staff/Cashier/Customer Service Representative** | | Duration: | Dec 2006 - Feb 2009 (2.2 yrs) | | Company: | M.LHUILLIER FINANCIAL SERVICES AND PAWNSHOP | | Company Industry: | Money Remittance/Jewelry Pawnshop | | Location | Bacoor Cavite City, Philippines | | Department: | Bacoor Branch | | Job Description: | Apprasing karats of a jewelry, cashiering at the same time a teller also, safe keeping the jewelry and the money to the vault, inventory of the jewelry and the money in the vault, encoding daily transactions, encoding money transfer, assisting customer to their needs,maintaining the cleanliness of the branch, a multi-tasking work of what is need to be done for the improvement of the branch and the company. a good servicing to customers. |  |  |  |  | | --- | --- | --- | | 4. | Position: | **Staff/Cashier/Customer Service Representative** | | Duration: | Nov 2009 - May 2010 (6 months) | | Company: | FOODRUSH EXPRESS AND DELIVERY | | Company Industry: | FOOD (TAKE-AWAY & DINE-IN) | | Location | Davao City, Philippines | | Department: | Marfori Davao City Branch, Philippines | | Job Description: | Taking of food orders, cashiering, and packing of orders of the customers. |      |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** |  | | Education Level: | Bachelor's / College Degree |  | | Education Field: | Computer Science/Information technology |  | | Course: | Bachelor of Science in Computer Science |  | | School/University: | Interface Computer College |  | | Location: | Davao City |  | | Date: | Jun 2002 - Oct 2005 |  |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** |  | | 1 | Customer Service | 5 - Expert |  | | 2 | appraising jewelry | 4 - Advanced |  | | 3 | MS OFFICE | 5 |  | | 4 | TEAM PLAYER | 5 |  | | 5 | COMMUNICATION | 5 |  | | 6 | writing | 5 |  |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Jan 8, 2007- Jan 9, 2007 | Customer Service Seminar, Western Union Ambassador Trainings M.LHUILLIER FINANCIAL SERVICES Makati, Metro Manila |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | English | 5 |  | | 2. | Tagalog | 5 |  |   3. Visayan 5 |
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