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**MA. FATIMA**

**FATIMA.351994@2freemail.com**

**OBJECTIVE:** To serve the establishment, gain more working experiences and grow professionally under your management.

**EDUCATIONAL ATTAINMENT**

**Tertiary BSBA Major in Business Information Systems**

 **Tarlac State University**

 Tarlac City 2002-2006

**Secondary OUR LADY OF RANSOM CATHOLIC SCHOOL**

 Tarlac City 1998-2002

**Primary SAN VICENTE ELEMENTARY SCHOOL ANNEX**

 Tarlac City 1992-1998

**CORE STRENGTHS**

**Leadership & Management:**

* Hiring, Training and Coaching
* Office Management
* Analytical & Decision Making Skills
* Highly organized
* Good Negotiation Skills
* Proficient in using the English language

**Administrative & System Application Expertise:**

* Office Administration
* Microsoft Office including Outlook Proficient

**PROFESSIONAL EXPERIENCES**

 **ADMIN ASSISTANT** - **BENAMI MFG. CORP.**

 **OCTOBER 8, 2013 TO FEBRUARY 8, 2017**

* Answer telephones, direct calls and take messages.
* Compile, copy, sort, file records of office activities, business transactions and other activities.
* Operate office machines, such as printer, scanner, facsimile machines and personal computer.
* Open, sort, route incoming mail, answer correspondence and prepare outgoing mail.

**RECEPTIONIST**  - **BAQUE CORPORATION**

 **SEPTEMBER 17, 2009 TO SEPTEMBER 17, 2013**

* Answer and manage incoming calls.
* Greet the customers.
* Receive mails and direct them to the customers.
* Receive payments or collections, compilation and keeping records of payments.

**ENGLISH TEACHER - DAY TO DAY**

 **JUNE 6, 2006 TO JUNE 8, 2009**

* Prepare and deliver lessons to all students in the class.
* I teach them according to the educational needs, abilities and achievement of the individual students.
* Assessing, recording and reporting on the development, progress, attainment and behavior of one’s students.
* I provide oral and written assessments, reports and references relating to individual students.

**PERSONAL INFORMATION**

**Age : 31**

**Date of Birth : August 8, 1985**

**Civil Status : Single**

**Religion : Roman Catholic**

**PERSONAL REFERENCE**

**Available upon request.**