CHARMAINE

[CHARMAINE.352428@2freemail.com](mailto:CHARMAINE.352428@2freemail.com)

OBJECTIVES:

To obtain a position as an active employee in a growing, reputable company where I can contribute my experience, proactive attitude, and positive atmosphere to help improve the company and myself.

SPECIAL SKILLS:

Knowledge in computer studies software such as Microsoft word and excel.

PERSONAL DATA:

Date of Birth : November 13, 1991

Place of Birth : Tarlac, Tarlac

Gender : Female

Civil Status : Single

Age : 24 yrs. Old

Citizenship : Filipino

Height : 5’4”

Weight : 44 kg

Religion : Catholic

EDUCATIONAL ATTAINMENT:

Tertiary : Interworld College of Science & Technology Foundation (Tarlac City)

Bachelor of Science in Computer Science

April 2013

Secondary : Cosmopolitan Institute ( Blossomville,Tarlac)

March 2008

Primary : Cosmopolitan Institute (Blossomville,Tarlac)

March 2004

WORK EXPERIENCE:

**CITY GOVERNMENT OF TARLAC**

**Information Technology division**

November 2012 – May 2013

**Administrative Aide I/Data Encoder**

ROCKY GROUP OF COMPANIES PHILS. CORP.

505 Quirino ave. Roligon Compound, Brgy. Tambo, Paranaque City

June 2013 – July 2014

Administrative Staff / Clerk / Encoder

DUTIES:

* Encoding summary for everyday delivery schedule
* Encoding and preparing delivery receipts
* Answering telephone calls
* Monitor office supply and levels and reorder as necessary
* Arranging payments for billing in due
* Make bank deposits and withdrawals
* Preparing and presenting reports for paid and unpaid clients for every shipment or container
* Collecting and follow-up receivables from customers

EMIRATES GENERAL TRANSPORT SERVICES EST.

Mussafah

AL NAJAH PRIVATE SCHOOL

September 21 2014 to July 2015

Bus Monitor/Assistant Teacher

THE NEW ENGLAND CENTER FOR CHILDREN

August 24 2015 Up to Present

**Bus Monitor**

REFERENCES

Numerous professional and personal references are available and will be furnished upon request.

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