

**NIOLY**

**Email:** **nioly.357660@2freemail.com**

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**OBJECTIVES:**

To be a part of certain company/organization that can fulfill my needs not only financially but also an organization that can help me to practice what I’ve learned in my chosen field. To share the knowledge that I’ve gathered from my past working experiences to others and to the company that will choose me as well and to contribute towards overall objectives of the organization.

**PERSONAL DATA:**

**Age:**

**Date of Birth:**

**Place of Birth:**

**Height:**

**Weight:**

**Nationality:**

**Civil Status:**

**Religion:**

32 Years Old

May 13, 1984

Silay City, Negros Occidental, Philippines

5”

120 lbs

Filipino

Single

Roman Catholic

**EDUCATIONAL ATTAINMENT:**

|  |  |  |
| --- | --- | --- |
| **COLLEGE:** | Silay Institute | 2006-2007 |
|  | Rizal Street Silay City, Negros Occidental, Philippines |  |
|  | **Course:** | Bachelor of Science in Commerce |  |

**Major:** Business Management

**HIGH SCHOOL:** Don Felix T. Lacson National High School 2001-2002

Brgy. Capitan Ramon, Silay City, Negros Occidental, Philippines

**Elementary:** Violeta Elementary School 1997-1998 Had. Violeta, Silay City, Negros Occidental, Philippines

**WOKING EXPERIENCE:**

**Position:** **Data Encoder/Data Entry**

**Name of Company:** **Philippines Survey and Research Center**

**Manila, Philippines**

**November 2015-Present**

* Analyzing respondents responses gathered by field interviewers
* Preparing code plans
* Coding respondents responses
* Encoding data
* Analyzing data

**Position:** **Sales Lady/Cashier**

**Name of Company:** **Family Food Centre (FFC)**

**Doha, Qatar**

**August 2012-November 2015**

* Assist the customers
* Introducing new products and company’s offering/promotions to customers
* Punching customer’s Items
* Taking payments and giving customer’s change
* Swiping customer’s credit/debit cards
* Making company’s credit transactions
* Preparing invoice
* Preparing settlement transaction at the end of the day

**Position:** **Data Encoder/Data Entry**

**Name of Company:** **Philippines Survey and Research Center**

**Manila, Philippines**

**March 2010-June 2012**

* Analyzing respondents responses gathered by field interviewers
* Preparing code plans
* Coding respondents responses
* Encoding data
* Analyzing data

**Position:** **Sales Lady**

**Name of Company:** **Galleon Enterprises Telecom**

**Negros Occidental, Philippines**

**May 2007-October 2007**

●Assist the customers

●Introducing new products and company’s offering/promotions to customers

**INTERESTS:**

1. **Computer Literate**
	* Microsoft Windows (Word, Excel, Power point)
	* Operating Cash Point Windows
	* Operating QPS Windows
	* Sending Email/Document Attachment
2. **Languages**
	* English
	* Tagalog
	* Hiligaynon