**BELLIJANE**

[**BELLIJANE.363422@2freemail.com**](mailto:BELLIJANE.363422@2freemail.com)

**CAREER OBJECTIVES:**

* To pursue a career in reputed organization which will give me an opportunity to learn and enhance my knowledge, skills and at the same time contributes my effort in growth of organization.

**PERSONAL INFORMATION:**

* Date of Birth : February 18, 1993
* Sex : Female
* Civil Status : Single
* Citizenship : Filipino
* Religion : Roman Catholic
* Visa Status : Visit Visa
* End Visa : July 15,2017

**SKILLS AND PROFICIENCES:**

* Remarkable ability to communicate effectively, both orally and in writing.
* Knowledge of purchasing and inventory control.
* Exceptional record maintenance skills.
* Excellent coordinating skills.
* Immense ability to schedule appointments and maintain calendars.
* Remarkable word processing and data entry skills.

**QUALIFICATION SUMMARY**

* Trustworthy, optimistic, hardworking, dependable and team workmanship.
* Devoted to work and has a lot of patience.
* Working under pressure.
* Since and fidelity to work.
* Flexible in any tasks given.
* Computer literate ;

1. Proficient in Microsoft Offices ( Word, Excel, PowerPoint);
2. Internet;
3. E – Mail applications.

**EDUCATIONAL BACKGROUND:**

* 2009 – 2013 Don Mariano Marcos Memorial State University

South La Union Campus

Bachelor of Science in Computer Science

Tertiary Level

**PROFESSIONAL EXPERIENCE:**

**Office Staff**

On The Job Training

Bureau of Fisheries and Aquatic Resources

San Fernando City, La Union

Office Staff

March 2012 – June 2013

**Job Responsibilities:**

* Filing documents and performing office machine operator.
* Word processing, typing and bookkeeping.
* Answer telephones, direct calls and take messages.
* Greet warmly public and clients warmly and direct them to the correct staff member.
* Fax, scan and copy documents.
* Type documents and reports.
* Assist in filling duties.
* Take the deliver messages.

**Receptionist/Secretary**

Municipality of Tubao

Tubao La Union, Philippines

April 2014 – October 2014

**Job Responsiblities:**

* Record maintenance and documents control both in computer and master list.
* Attending to clients complaints, related service schedule and inquires.
* Make necessary travel arrangements and Schedule of Appointment.
* Provide assistance to the clients.
* Responsible for calling clients, receiving calls, and providing a client needs in the office.
* Responsible in taking emails.

**Cashier**

* SM Calamba

Real Calamba City Laguna

August 2013 – February 2014

* Waltermart Supermaket Calamba

Real Calamba City Laguna

September 2015 – March 2016

**Job Responsiblities:**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Calculate total payments received during a time period and reconcile this with total sales.
* Compute and record totals of transactions.
* Sort, count, and wrap currency and coins.
* Offer customers carry-out service and the completion of transactions.
* Maintain clean and orderly checkout areas.
* Establish or identity prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanner.

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