**CURRICULUM VITAE**

**MELANIE**

[**MELANIE.364422@2freemail.com**](mailto:MELANIE.364422@2freemail.com)

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**OBJECTIVE:**

To work with an organization or company, which can develop and enhance constant learning, leading to intellectual growth while being hardworking, trustworthy and innovative.

**EDUCATIONAL BACKGROUND:**

**COLLEGE:** BACHELOR OF SCIENCE IN MATHEMATICS (2007-2010)

(MAJOR IN COMPUTER SCIENCE)

Bulacan State University

**HIGHSCHOOL:** LICEO DE PULILAN COLLEGES (2003-2007)

**ELEMENTARY:** PARULAN ELEMENTARY SCHOOL (1997-2003)

**EMPLOYMENT EXPERIENCE:**

May 2015- Present: **RECEPTIONIST/ FRONT DESK OFFICE**

Al Madina Hypermarket L.L.C

Mafraq Workers City -1, Abu Dhabi, United Arab Emirates

2013-2014**: HR ASSISTANT CLERK**

AZ Contracting System Services (Ajinomoto) (Philippines)

2011-2012**: CUSTOMER SERVICE/CASHIER**

SM CITY BALIWAG ( Department Store)(Philippines)

**SKILLS:**

* Good communication skills
* Knowledge in Microsoft Office
* Computer Literate
* Telephone Skills
* Cashier skills

**STRENGTH:**

* Hard working
* Fast learner
* Can handle work under pressure
* Trustworthy/honest
* Ability to finish the work on time

**LANGUAGES KNOWN:**

* English
* Filipino

**PERSONAL BACKGROUND**

Date of Birth: January 28, 1991

Nationality: Filipino

Religion: Roman Catholic

Height: 5’5

Civil Status: Single

**DECLARATION:**

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

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