Lorenzo

Lorenzo.365288@2freemail.com

**Age:** 21 yrs. Old

Birth date: February 26, 1996

**Nationality:** Filipino

**Objectives:**

* To develop and hone different skills while performing my role and duty; learning and interacting with colleagues to ensure the goals and objectives of the company.
* To deliver tasks and responsibilities with efficiency and accurateness, to provide the expected results.
* Driven by day to day challenges by finding the roots of the problem, in order to find solutions; finishing work in a short amount of time without waiting to be told to do so.
* Engaging people with different backgrounds and having a keen interest in assisting clients,
* Always open to listen and gain more information about the company and the job; willing to be trained to thoroughly understand the job.

**Skills:**

* Proficient with Microsoft Word, Excel, PowerPoint.
* Good in multi-tasking.
* Fluent in English speaking, writing and a bit of French.
* Efficient in organizing documents and documentation of data.
* Excellent computer skills.
* Email composition.

**Education:**

Grade School - Ateneo De Davao University

 Davao City Philippines

High School - Holy Cross of Davao College Inc.

 Davao City, Philippines

Senior High - Seton Home Study School

 Virginia USA

**Experience:**

**World Trade Center;**

* Customer service

 • Encoder

 • Scanner

Gitex Technology week Hostex(October 2014)

 • Assistant.

 • Giving out catalogues.

Arabhealth 2015 Hostex (January 2015)

 • Can I help you Staff.

 • Costumer service, helping and assisting guests giving brochures.

Arabhealth 2016 Hostex (January 2016)

* Registration Typist.
* Data Entry.
* Handing out badges to delegates.

Dubai Rugby Sevens Platinum list events (December 2015)

* Scanner.
* Assisting guests and guiding them throughout the event.

Dubai Goodfood Platinum list events (December 2015)

* Scanner.
* Assisting guests.

Visa

* 2013-2016 October, - Dubai - Student visa/ Mother sponsor.
* Present, Tourist visa until April 9, 2017.