Curriculum vitae

**RACHEL**

**Email:** [**Rachel.368351@2freemail.com**](mailto:Rachel.368351@2freemail.com)

**CAREER OBJECTIVE**

Seeking challenging and responsible position in a growth oriented organization. Where I can significant contribute to the organization growth and success.

**PERSONAL DETAILS**

Nationality : Philippine

Date of Birth : 04 May 1989

Gender : Female

Marital Status : Single

Religion : Islam

Language : English, Arabic, Urdu, Tagalog

**EDUCATIONAL QUALIFICATION**

* Bachelor in secondary education (Chemistry)

Nueva Eaija University of Science and Technology

* Associate in Information Technology (Programming)
* T.Ador Dionisio High School (secondary Level)

**COMPUTER SKILLS**

* Microsoft Office (Word, Power point, Excel)

**WORKING EXPERIENCE**

* Shobra (Shoes Palace Trading Company)

Al Ain – UAE

Sales Staff, Cashier

January 2015 up to present

* EPSA Company

Cavite, Philippines

IT Personnel

Oct 2013 – Nov 2014

* MTL Pharmacy

San Isipro, Philippines

Sales, Purchase, Encouder

Jan 2011 – Aug 2013

* CVC Office

Capan City, Philippines

Encouder

2010 – 2011

**PASSPORT DETAILS**

Date of Issue : 07-11-2012

Date of Expiry : 06-11-2017

**SKILLS**

* Very Energetic result Oriented and organized
* Efficient and will behaved person
* Extremely hardworking self motivated and able to work independently in a team environment under supervision
* Keep excellent inter personal relations with colleagues and ready to help them.

**DECLARATION**

I hereby declared that all statements in this resumes are true, complete and correct to the best of knowledge and belief.

**Rachel**