***WILFRED***

***Email Add. :*** *Wilfred.369127@2freemail.com*

***CAREER OBJECTIVES:***

*To work and grow in a professional environment where my knowledge, experience, and creativity can be put to the best use. I am looking for an opportunity to further develop and nourish my existing proficiencies and work experience.*

***WORK EXPERIENCE:***

*POSITION : Student Assistant*

*COMPANY : Pangasinan State University - Computer Laboratory*

*&Student Services & Alumni Affairs Office*

*DATE : November 2011- March 2015*

*POSITION : Customer Service Representatives*

*COMPANY : Uberdeli, Corporation*

*DATE : May 4, 2015 up to present*

***JOB DESCRIPTION:***

 *Manage the order of products by the shop’s or franchisee.*

 *Printing Delivery Receipt by Shop.*

 *Encoding the orders and quantity of returned products.*

 *Filing of returned Delivery Receipts and Throw Away Forms.*

 *Issuingofficial receipts for the payment of the franchisee or shops.*

 *Depositing of payment collection.*

 *Making and sending reports to the Heads.*

*Monitor the outgoing products if it is complete and quality.*

***CERTIFICATE:***

*TESDA CERTIFICATE:*

 *Computer Hardware Servicing NC II (CHS-NC II)*

 *TESDA PSAT – Lingayen, Pangasinan, Philippines*

 *November 11, 2014*

***EDUCATIONAL ATTAINTMENT:***

*TERTIARY : Pangasinan State University – San Carlos Campus*

 *San Carlos City, Pangasinan, Philippines*

 *COURSE : B.S. in Information and Communications Technology*

 *Graduated*

 *2011-2015*

 *SECONDARY : Pangalangan National High School*

 *San Carlos City, Pangasinan, Philippines*

 *2007-2011*

*PRIMARY : Pangalangan Elementary School*

 *San Carlos City, Pangasinan, Philippines*

 *2001-2007*

***BACKGROUND INFORMATION:***

*Birth Date : June 14, 1995*

*Age : 21 years old*

*Gender : Male*

*Civil Status : Single*

*Citizenship : Filipino*

*Height : 5’7”*

*Weight : 65 kg*

*Religion : Roman Catholic*

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

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***WILFRED***

*Applicant*