Curriculum Vitae

Angelica

Abu Dhabi, UAE

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# CAREER OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where can encourage and permitted to be an active participant as well vital contribute on development of the company.

# WORK EXPERIENCE

**September 12, 2015 up to present**

Secretary- Achieve clerk cum Receptionist

Telephone operator,Payroll tasks, Tax accountant, invoice encoder

Job Description

Invoice encoder , typing , Filing with exposure to bookkeeping

Office Management, Administrative or Clerical

Payroll Tasks

Tax computation

Manual Cashier

Checking Car

Telephone operator

Multi-tasking

**September 9, 2014 – June 25, 2015** Waitress

Job Description

Greet and escort customers to their tables

Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)

Prepare tables by setting up linens, silverware and glasses

Inform customers about the day’s specials

Offer menu recommendations upon request

Up-sell additional products when appropriate

Serve food and drink with smile on your face.

**July 17, 2006 – March 1, 2014 / 8 years Encoder**

Invoices encoding

Job Description

* As part of my duties I will enter all the records on computer to process inventory control.
* Clearing invoices

# EDUCATION QUALIFICATION

College

* Datamex institute of computer technology GRADUATED 2 years- Computer Software Technology JUNE 9,2003 – MARCH 22, 2005

Secondary

* Marikina High School

1st year to 4th year

JUNE 6, 1997 – APRIL 6,, 2001 PRIMARY

* SSSVillage Elementary School

JUNE 6, 1991 – APRIL 4, 1997

# PERSONAL DETAILS

Date of Birth:31thAugust 1984 Gender:Female

Marital Status:Married separate Nationality:Filipino Religion:Roman Catholic

Visa Status:Employment Visa Languages:English, Tagalog

DECLARATIONI hereby certified that the above mentioned details are true and correct to the best of my knowledge and belief.

Angelica