

**Ma. Niña**

Email Add. : nina.148763@2freemaiul.com

**Objectives :** Bachelor's Degree in Business Administration holder and One year of experience in tellering. Wishing to leverage my experience to fill any of the position offered in your company.

Personal Information

Birth Date : September 06,1995

Place of Birth : Bacolod City, Philippines

Age : 21 yrs. Old

Religion : Protestant

Nationality : Filipino

Special Skills : Computer Literate (Microsoft Word, Excel PowerPoint)

Education

College: Colegio de Sta Rita de San Carlos Inc. ( 2012-2016 )

San Carlos City, Negros Occidental, Philippines

Course : Bachelor of Science in Business Administration

Major in Financial Management

Experience

On-The-Job Trainee :

Social Security System, San Carlos ( October – January )

Assist with mailings and Screen phone calls .

Assist the members in some inquiries .

Assist the employees in filing and organizing important documents.

Encoding and Organizing files .

Work Experience :

Planta Centro Hotels and Residences (F & B Cashier July 2016 –July 2017 )

Provide information about food queries .

Process customer bills in both restaurant and functions.

Full knowledge in point of sale system.

Customer service , sales and communication skills.