OBJECTIVE

Seeking for a position wherein I can utilize my skills, management and staff recruitment and provides me ample opportunity to apply all my organizational experience I gained over time, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment.

WORK EXPERIENCE

**Special Program for Employment Students (SPES)**

MTO Dinalupihan - Treasury Office

April – May 2010

* Encoding documents.
* Filing and keeping of important files.
* Inventory of the profit.

**On-the-job Training**

Pag-IBIG Fund (PBMED)

April – November 2012

* Verifying the member’s data
* Checking the system content.
* Trouble shooting of Computers and Networks
* Encoding Member’s data.
* Filing and keeping the records of the members.

**Sumi Philippines Wiring System Corporation**

Hermosa Ecozone Industrial Park Hermosa, Bataan

Quality Assurance Staff

June 2013 – January 2014

* Encoding the procedure and the manpower’s overtime.
* Making labels for the improvement of Quality.
* Inspecting product from time to time.\
* Record all the products passed and defect.
* Checking the bar code of the product.

**Nozomi Fortune Services Inc.**

Client Company – ***Shinko Technos Inc.,***

Office Staff

March 2014 – August 2014

* Planning and controlling the production.
* Checking the manpower attendance also time keeping.
* Making different forms for office and production use.
* Inventory all the materials used monthly.
* Making monitoring reports of the manpower daily.
* Using Excel, making graphs, formulas, conditional formatting and other basic use for office equipment.
* Checking the manpower’s absences, benefits and the company rules.
* Requesting materials to purchasing department.
* Making labels for company and production improvement.

**Crystal City Marketing Company (Unilever, Philippines)**

Data Entry / System Operator

October 2014 – November 2015

* Encode Sales Order of customers.
* Print Sales Invoice.
* Check the Returned Slip.
* Encode the returned products.
* Generate and Print Credit Memo.
* Generate reports to be submitted to the respective departments.
* Performs other duties that may be assigned from time to time by the Operation Manager.

SKILLS

* Fluent in English and Filipino Language
* Excellent communication skills, interpersonal, organizational and leadership skills
* Ability to work under pressure with minimal supervision
* Dedication and drive as a hard-working individual

SEMINARS AND TRAININGS

**Course Completion: Cisco I Network and Fundamentals**

October 2011

**Course Completion: CISCO II Routing Protocols and Concepts**

March 2012

**Course Completion: CISCO III LAN Switching and Wireless**

September 2012

**Course Completion: CISCO IV Accessing the WAN**

April 2013

**Jobstreet.com Seminar**

September 2012

**Labor Education for Graduating Students (LEGS)**

March 2013

EDUCATIONAL ATTAINMENT

**INFORMATION TECHNOLOGY**

AMA COMPUTER COLLEGE – OLONGAPO CITY, ZAMBALES, PHILIPPINES

MARCH 2013

PERSONAL INFORMATION

Date of Birth : March 10, 1993

Sex : Female

Civil Status : Single

Citizenship : Filipino