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**Amalia**

[**Amalia.332357@2freemail.com**](mailto:Amalia.332357@2freemail.com)

**OBJECTIVE:**        I would like to have the opportunity to work in your company in order to gain my skills, to improve my knowledge and to give my best in any task that the company will give to me.

**WORK**

**EXPERIENCED:**

**Company Name:**      Avel Bacudio Fashion Boutique

Quezon City, Philippines

January 2014 – April 2014

                                           Position:   Sales Associate

**Company Name:**       City Super Incorporated, Landmark Trinoma

Quezon City, Philippines

 July 06, 2014 – December 05, 2014

 Position:    Counter Checker

**Company Name:**      SM Mart Inc. Department Store

Quezon City, Philippines

February 18, 2015- November 20, 2016

                                           Position:    Counter Checker /Cashier

**PERSONAL DATA:**

**Age:**                               22 years old

**Civil Satus:**Single

**Birth date:**December 27, 1994

**Birthplace:**San Jose, Batangas

**Language Spoken:**Filipino, English

**Religion:**Roman Catholic

**Visa Status:** Visit Visa

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**SKILLS /**

**TRAININGS:**

**Microsoft Office Proficiency**

Word

Excel

PowerPoint

**Installation of Operating Systems**

Windows XP

Windows 2000

Windows 2003 Server

**On- the-job Training**

Tele and Text Marketing, Encoding

Emmanuel John Institute of Science & Technology

March 2012-June 2012

**TESDA Computer Hardware Servicing NC II Passer**

Installing and Dual Booting

Back up and Maintaining equipment

**EDUCATIONAL**

**ATTAINMENT:**       **PRIMARY:**

**Apolonio Samson Elementary School (ASES)**

**Year 2001-2007**

**SECONDARY:**

**San Francisco High School (SFHS)**

**Year 2007-2011**

**TERTIARY:**

**Emmanuel John Institute of Science and Technology (EJIST)**

**Management in Information Technology**

**Year 2011-2013**

***I hereby certify that the above information is true and correct.***