**AIZA**

Aiza.384027@2freemail.com

**OBJECTIVES:**

* To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

**SKILLS AND QUALIFICATIONS:**

* Operate, regulate, process and understand data using software applications.
* Resourceful team player who excels at building trusting relationships with customers.

**EDUCATIONAL BACKGROUND:**

**Tertiary** : **METROPOLITAN COLLEGE OF SCIENCE AND**

**TECHNOLOGY**

***2 year - Computer Science***

 Santiago City, Isabela, Philippines

 2008-2009

**Secondary** : **DONA JOSEFA EDRALIN MARCOS HIGH SCHOOL**

Ilut, Cordon, Isabela, Philippines

**Elementary** : **ANONANG ELEMENTARY SCHOOL**

Cordon, Isabela, Philippines

**IT SKILLS:**

**Proficient in Microsoft Office Suite (Word, Excel)**

**EMPLOYMENT HISTORY:**

***Data Encoder***

**CITY XPLORE.NET CAFÉ**

**2009-2011**

* **Duties require encoding of application and taking biometrics of passport application.**
* **In charge of verifying, cashiering and sending passport applications.**
* **Duties also require answering the phone, releasing passports and sending out documents through mails.**

**Merchandising**

**PRIMARK SAVEMORE**

**2008-2010**

* **Promote and market food products via store displays.**
* **Use visual techniques to attract customers to their food products.**
* **Assist with billing and pricing of food products and client food orders.**
* **Take inventory, removing expired/damaged products, replacing products.**
* **Meet with store managers on re-ordering products.**

**AMIGOS RESTAURANT**

**PRIMARK SAVEMORE**

**2012-2013**

* **They greet customers, take food orders, bring food and drinks to the tables and take payment and make change. ... Make no mistake, being a waiter or waitress is hard work.**

**PERSONAL DETAILS:**

**Nationality : Filipino**

**Date of Birth : February 4, 1988**

**Marital Status : Married**

**Languages : English, Tagalog**

**Reference : Available upon request**

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

**AIZA**

*Applicant*