**Objective**: To be able to perform all my knowledge, capability to do work and be competitive in our fast moving business world.

**Educational:**

1998-2000 Asian Institute of Computer Studies Regalado ave. Fairview Quezon City **Course: Associate Computer Secretarial**

1993-1998 Camarin High School Cadena de amor, Area B. Camarin Caloocan city

1988-1993 Camarin Elementary School Camarin Area D, Camarin Caloocan City

#### **Work Experience:**

**Pharmacy assistant/ Sales clerk**

May 1998-jan.2000

**JMDS DRUG STORE**

**5936 Camarin II Caloocan city**

**Duties/Responsibilities:**

· Assisting customers,

· Checking deliveries and Inventory

· Incharged in all sale documents

**Sales Clerk**

Oct. 2000-april 2001

**SM Supermarket**

Supervalue Inc. Regalado ave.

Fairview Quezon City

**Duties/Responsbilities:**

· Checking and updating shelfstag daily

· Incharged in all damaged goods in   
Selling door

· Key keeper all stock rooms

· Keeping Selling door records

**HUBRIS ENTERPRISES INC. Duties/ Responsibilities:**

**Sales associates** Incharged in Deliveries

Dec. 2005- jan. 2010 checking sales report

#### Alabang Muntinlupa City -Checking Inventory

#### **References:**

#### 

#### **Ma. Cristina Palacios**

#### Manager

#### HUBRIS ENTERPRISES INC.

#### Cell: 09226728277/09178428274

#### 

#### **Ms. Jeanette Martinez**

#### Office staff

#### 50th avenue, Ermita Manila

#### Cell: 09177949721/09227614511

#### 

**Personal Information:**

#### 

#### Birthday : Nov. 5, 1979

#### Birth place : Project 6, Quezon City

#### Height : 5’2

#### Weight : 45 kls.

#### Sex : Female

#### Nationality : Filipino

#### Province : Quezon City

#### Father’s name: Wifredo Celis

#### Occupation : Driver

#### Mother’s name: Alicia Celis

#### Occupation : Housewife

#### Languages : Tagalog, Bicol, English, basic Spanish

#### 

#### **Computer Skills:** Ms word, ms excel, spreadsheets, basic programming

#### Power points