

Gracechellou M. Calasicas

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OBJECTIVE

To work with progressive organization that will give maximum opportunities to implement and enhance my abilities to excel in my profession and to contribute towards company's growth and development.

WORK EXPERIENCE

- **Euro Clearing and Services S.P.C.**
Flat 32 Bldg. 424 Road 1805 Blk 318 Al Hoorah, Kingdom of Bahrain
Contact No.: +973-17311158
August 01, 2018 – Present: **Accountant cum Secretary**
- **Saud and Mesaad for Restaurant Co. W.L.L. (Dip n Dip Chocolate Café)**
Al-Aali Shopping Complex
Contact No.: +973-6638 8357
March 17, 2017 – August 4, 2018: **Production Head**
Jan 15, 2017 – March 16, 2017: **Production Staff / Barista / Cashier**
- **The Results Companies**
2/F, Silver City, Fontera Drive Cor. Dona Julia Vargas, Pasig City
Contact No.: +63 (2) 8 451 0528
June 2015 – December 14, 2016: **Technical Support Representative**
Feb 03, 2015 – June 2015: **Customer Support Representative**
- **Universal Glass Company Inc. (Aquila Auto Glass)**
#15 RFJ Bldg. United St. Brgy. Kapitolyo Pasig City
Contact No.: +63 2 636 1306
July 6, 2014 – December 4, 2014: **Store Supervisor**
May 1, 2014 – July 5, 2014: **Warehouse Supervisor**
February 11, 2014 – April 30, 2014: **Warehouse Supervisor- Trainee**
March 1, 2013 – February 10, 2014: **Store Supervisor**
August 1, 2012 – February 28, 2013: **Store Supervisor-Trainee**
July 1, 2012 – July 31, 2012: **Office-In Charge**
June 1, 2011 – June 30, 2012: **Store Assistant**
April 28, 2011 – May 31, 2011: **Store Assistant-Trainee**
- **Titan Bayad Center**
Francis Market, Malabon/JC Plaza, Kamuning
Contact No.: +63 917 828 8414
June 1, 2010 - April 27, 2011: **Teller**
- **Pasig City Assessor's Office (SPES Program)**
Pasig City Hall
Contact No.: +63 2 8643 1111
May 7, 2008 - June 3, 2008: **SPES Clerk**

EDUCATION

College Level: **Bachelor in Office Administration Major in Corporate Transcriptions (May 14, 2010)**
Polytechnic University of the Philippines – Mabini Campus, Sta. Mesa Manila

Secondary Level: **High School (2006)**
Pateros National High School – Pateros Metro Manila

Primary Level: **Elementary (2002)**
Langkiwa Elementary School – Langkiwa, Biñan Laguna

ON THE JOB TRAINING

- **InnovaQuest, Inc. - HR Department**
July 27-September 25, 2009 (4th Year 1st Semester): **Corporate Training**
G/F Urban Bldg., Sen. Gil Puyat Ave., Bel Air, Makati City Philippines
Contact No.: +63 2 8896 9973
- **National Headquarters, Philippine National Police - Office of The Legal Service**
January 6-February 20, 2009 (3rd Year 2nd Semester): **Legal Training**
Camp Crame, Quezon City Philippines
Contact No.: +63 2 8896 9973
- **Pasig Health Department - Pasig Out Patient Center for Abusers and Pasig City Drug Testing Laboratory**
August 11-September 2, 2008 (2nd Year 1st Semester): **Medical Training**
Pasig City Hall, Philippines
Contact No.: +63 2 722 0959 Ext. 3617
- **St. Clare's Medical Center - Records Department / Philhealth Section**
December 2, 2007-February 16, 2008 (1st Year 2nd Semester): **Executive Training**
Palanan, Makati City Philippines
Contact No.: +63 2 8831 6511

SEMINARS

- **ExSELLence:** October 6, 2014 (#15 RFJ Bldg. United St. Brgy. Kapitolyo, Pasig City)
- **Proactive Customer Service:** June 12, 2014
- **Enhancing Work Attitudes and Values Towards Inspired Performance:** April 9, 2014 (#15 RFJ Bldg. United St. Brgy. Kapitolyo, Pasig City)
- **Winning Work Habits:** August 26, 2013 (#15 RFJ Bldg. United St. Brgy. Kapitolyo, Pasig City)
- **Mid-Year Training:** June 12, 2013 (#15 RFJ Bldg. United St. Brgy. Kapitolyo, Pasig City)
- **Center for Industrial Competitiveness:** May 1, 2013 (Auguila Auto Glass- Baliwag Branch)
- **Corporate Culture: Filipino Values in the Workplace:** November 30 ,2012 (#15 RFJ Bldg. United St. Brgy. Kapitolyo, Pasig City)
- **Office Administration Exit Seminar:** March 23, 2010 (Polytechnic University of the Philippines)
- **Conflict Management:** December 11, 2006 (Polytechnic University of the Philippines)

PERSONAL DATA

Nationality:	Filipino	Civil Status:	Single
Birthday:	August 25, 1989	Birthplace:	Fabella Hospital, Manila
Age:	30 years old	Religion:	Roman Catholic
Weight:	65 kg.	Height:	5'4'

AWARDS AND RECOGNITIONS

- **Employee of the Month** for March 2018 – DipnDip Chocolate Cafe
- **Top SPS Performer** with 103.94% overall scorecard from July to September 2016, 2016 – Technical Support: The Results Companies
- **Participation** in 1st Pateros National Mini-Marathon for completing the 5k Mini Marathon held on March 30, 2013
- **Completion** for the requirements in the On-the-Job-Training in Legal Procedures held on January 6, 2009 to February 20, 2009 – Philippine National Police
- **Completion** for the On-the-Job-Training in Corporate Procedures held on July 27, 2009 – September 25, 2009 – InnovaQuest Inc.
- **Completion** for the requirements in the On-the-Job-Training in Medical Procedures held on August 11 – September 2, 2008 – Pasig Health Department
- **Completion** for the requirements in the On-the-Job-Training in Executive Procedures procedures held on December 2, 2007 – February 16, 2008 – St. Clare’s Medical Center
- **Completion** for the requirements in CAT-1 held on August 20, 2005
- **Winning 1st Place in the Best Group Project** during the Math Quest 2005 held on November 29, 2005 at Pateros National High School
- **Top 2 in Mathematics III** for SY 2003-2004
- **Top 1 in Class** for SY 2002-2003
- **Sixth Honor** for SY 1995-1996

CHARACTER REFERENCES

- Mr. Khaled Chemli (Operation Manager)
DipnDip Chocolate Café
Contact No.: +973-3390-7238
- Mr. Sadananda Hegde (Supervisor)
Euro Logistic Services SPC
Contact No.: +973-3963-6888
- Ms. Malou L. Oribello (Area Manager / Store Supervisor)
Universal Glass Company Inc.
Contact No.: +63-918-633-8110
- Ms. Janneth Hannah S. Wong (CBC Cashier Head/Bayad Center Supervisor)
China Bank Malabon / Titan Bayad Center
Contact No.: +63-933-317-3807

I certify that all written in the above are all true and correct.

Gracechellou M. Calasicas
Applicant