

COGAY, AGNES I.

Address: Gudaibiya, Manamah Bahrain

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CAREER OBJECTIVE:

To apply for the position suited and will enhance my ability and skills, to bring my knowledge into a productive line of job, to serve and commit for the growth of both parties.

SKILLS

- Good Interpersonal skills,
- Customer Service, Hospitality and Cashiering experiences.
- Excellent English communication both oral and written.
- Knowledgeable on Japanese Language.
- Proficient and knowledgeable in programming software both GUI and DOS interface such as; Visual Office (Visual Basic, Visual Fox Pro.) MS Office (Word, Excel, Power Point, Access, & Microsoft Outlook) Web Page Designing (JAVA Programming, HTML & CSS) Adobe Photoshop & CS3 Application, Desktop Publisher & Internet Application & Abacus Ticketing Software.

WORK EXPERIENCE

Company	:	Sun and Sun Sports L.L.C
Address	:	P.O Box: 18619, Manama, Kingdom of Bahrain
Position	:	Sales Assistant / Cashier
Period of Employment	:	November 27, 2014 - February 18, 2020

Company	:	St. Jane International Inc.
Address	:	Mepz 1, Pusok, Lapu-Lapu City
Position	:	Executive Secretary / Marketing Assistant
Period of Employment	:	April 24, 2011 – August 27, 2014

Company	:	SM Department Store.
Address	:	Pala pala Dasmariñas City, Cavite
Position	:	Sales Clerk
Period of Employment	:	May 25, 2010 – Nov. 25, 2010

Company	:	Euro – Med., Laboratory Phil., Inc.
Address	:	Dasmariñas City, Cavite
Position	:	Production Operator (CMA Sorter)
Period of Employment	:	October 20, 2009 – March 20, 2010

Company	:	Japan School of Advance Technology
Address	:	Daang Amaya 1, Tanza, Cavite
Position	:	Office & Student Assistant
Period of Employment	:	Oct 2006 – June 2008

PERSONAL DATA

Age	:	32 years old
Date of Birth	:	February 27, 1988
Gender	:	Female
Citizenship	:	Filipino
Religion Roman	:	Catholic
Civil Status	:	Married
Height	:	5'1

EDUCATIONAL BACKGROUND

Tertiary : Japan School of Advance Technology
Dang Amaya 1, Tanza, Cavite
2006 – 2008

Course : ***Computer System Technology***

Secondary : Tropical Village National High School
Tropical Village, San Francisco Gen. Trias, Cavite
2002 - 2006

Primary : Taptap Elementary School
Taptap, Cebu City
1994 - 2000

WORKSHOP AND SEMINAR ATTENDED

➤ What: Computer & Japanese Language Training Program

Where: Japan School of Advance Technology – Tanza, Daang Amaya 1, Tanza, Cavite.

When: May 07-12, 2006

➤ What: Incoterms 2010 (*New International Rules in Interpretation of Trade Terms*)

Where: 4th flr., Cargo House Bldg., NAIA Road, NAIA Complex, Brgy. Vitalez Parañaque City, Metro Manila, Philippines

When: May 11, 2012

CHARACTER REFERENCES

Name: Eva Mendoza

Position: Store Manager (Nike Bahrain)

Address: Gudaibiya, Manama Bahrain

Contact#: +97333169647

Name: Leo Nerva

Position: Store Manager (Nike Bahrain)

Address: Gudaibiya, Manama Bahrain

Contact#: +973 66624623

I hereby certify that the above information is true and correct to the best of my knowledge and with supporting documents.

COGAY, AGNES I.