



PROFILE

I am a hard working person, fast learner and attentive for suggestions for better improvement of my performance.

EDUCATIONAL BACKGROUND

College: Cavite State University-
Imus Campus
Imus City, Cavite
2012-2016

Course: Bachelor of Science in
Business Management
Major in Operations Management

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

DOVIE ANN AIKA D. NATIVIDAD
Applicant

Dovie Ann Aika D. Natividad

Sharjah, U.A.E.

Mobile No.: 0556093051

Email Address: dovieannaika.sj@gmail.com

OBJECTIVE

To be part of a company that is well established and managed where I can share my knowledge and skills.

KEY COMPETENCIES

- Good command of written and spoken English
- Customer Service Oriented
- Computer Literate
- Organized, Detailed Oriented and Fast-Learner
- Can work under pressure
- Ability to establish and maintain effective working relationship with other employees

PERSONAL INFORMATION

Age : 23 years old
Citizenship : Filipino
Languages/dialects : Filipino, English

WORK EXPERIENCES

ADMIN STAFF

On-the-job training in Hansa Meyer Logistics Inc.
Parañaque, Philippines
April 16, 2015 - July 06, 2015

Duties and Responsibilities

- Handle the office phones (receive and forward incoming calls)
- Assist in typing, photocopying and scanning documents

CASHIER / TELLER / OFFICE STAFF

Alpha Insurance & Surety Company (Imus Branch) Philippines
July 01, 2016 – Nov. 31, 2018

Duties and Responsibilities

- Offers Motor Vehicle Insurance for Land Transportation Office (LTO) registration.
- Manage and handles cash transactions.
- Respond to product and service questions through phone calls and in counter.
- Assist in typing, photocopying and scanning documents
- Encoding and compiling documents.

OFFICE CLERK

Philippine Airlines
Head Office, Philippines
March 01, 2019 – July 12, 2019

Duties and Responsibilities

- Encoding and processing ticket remittances.
- Sorting documents.