

LEIZEL O DELICANO

Rice Overdose Bldg. Hamdan St, Abu Dhabi , UAE

Email: zeldelicano@gmail.com

Phone: +971555263575

WORK EXPERIENCE

- **Accounting Assistant, CAPSA Engineering & Contracting LLC.,** , Philippines(Oct 2019 to Feb 2020)
- **Accounting Staff/Admin Staff, C&S Apparel Manufacturing Inc.,** , Philippines(Sep 2016 to Sep 2019)
- **Cashier, Waltermart Santa Maria Bulacan,** , Philippines(Apr 2016 to Sep 2016)

EDUCATIONAL BACKGROUND

- **Polytechnic University of Philippines,** , **Bachelor in Office Management Technology,** 2016, Office Management Technology

SKILLS

- ms excel
- ms word
- ms power point
- data base
- typing skills.
- knowledge of shipment documentation
- knowledge of filling for documents records & controller.

PERSONAL BACKGROUND

° **Birthday:** - 1994-11-15