**CURRICULUM VITAE**

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 **Name:** CHENEY U. PINO

 **Position Applied:** Office Work

 **Qualifications:** Bachelor of Science in Information Technology

 Surigao City, Philippines (2012)

**EXPERIENCE AND ACHIEVEMENTS**

* **Receptionist**

 (January 30, 2018- July 11, 2020)

Company: **AL FREEJ MEDICAL HOMECARE**

Hissa Bint Mohd St.Al Ain Town
 Al Ain, Abu Dhabi – UAE

**Responsibilities:**

* Greet clients and visitors and resolve their inquiries.
* Keeping the reception area tidy
* Answering and forwarding phone calls
* Booking meetings
* Arranging couriers
* Screening phone calls
* Sorting and distributing post
* **Admin Clerk**

 (January 30, 2017- June 2, 2017)

Company: **ABOITIZ CONSTRUCTION INC.**

 Santiago, Malvar, Lipa City

 Batangas, Philippines

**Responsibilities:**

* Greet clients and visitors and resolve their inquiries.
* Handle and organize office filing documents effectively.
* Maintain stationary, office equipment and inventories.
* Handle office expenditure within the budgetary limits.
* **Office Clerk**

(May 11, 2015 – January 23, 2017)

Company: **CHARLZ CONSTRUCTION**

 Cor. Borromeo St. & Vasquez St.

 Surigao City, Philippines

**Responsibilities:**

* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions and other activities.
* Operate office machines, such as photocopier, scanner, facsimile machines and personal computers.
* Inventory and order materials, supplies, and services.
* **Promodiser**

 **(**February 2, 2013 – September 11, 2013)

Company: **J2D TRADING & GENERAL SERVICES**

 Km. 4, Brgy. Luna

 Surigao City, Philippines

**Responsibilities:**

* Entertain customers.
* Offer and explain products.
* Inventory and order supplies.

**TRAININGS/ SEMINARS ATTENDED**

* **Infection Control Fundamentals**

Uniteam Medical Assistance LLC

* **Computer Hardware Servicing**

SSCT, Narciso St., Surigao City

* **2012 Psite Caraga IT Educators Congress**

Provincial Sports Complex, Surigao City

* **On the Job Training (OJT)**

Gettys Manila, Makati City

Nov. 23, 2011 – Feb. 22, 2012

* **TESDA Summer Job**

Capitol Road, Surigao City

April 5, 2010 – June 3, 2010

**PERSONAL INFORMATION**

**Date of Birth:** June 12, 1992

**Nationality:** Filipino

**Contact Mobile No:** +971563437487

**Current Address:** Al Mutawa, Al Ain - UAE

**Email Address:** *cheney\_pino@yahoo.com*