 **Jilica B. Castillo**

E-mail **: jilicacastillo96@gmail.com**

Phone **: +97150-141-7185**

Address **: Naif, Deira, Dubai United Arab Emirates**

Emirates ID**: 784-1994-7205853-8**

**Objective:**

**To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.**

# WORK EXPERIENCE

# Ansar Gallery, Karama, Dubai U.A.E. Jan 2019-Present

## Cashier / HR Office Staff

* Updating paper works, maintaining documents and word processing.
* Encoding and filing of documents.
* Cashier roles and responsibilities.
* Assists customers for ladies bag section.
* Weekly inventory of product supplies.
* Updates prices of product displays.
* Encodes sales on a daily basis.
* Records and checks incoming product supplies.

# Philippine Overseas Employment Feb 2016 – Dec 2018

Administration

## Administrative Aide/ Evaluation

* Performed general office duties and administrative tasks.
* Evaluate walk-in clients for direct hire.
* Checked all the documents being presented by the workers. o Encode the documents of the workers.
* Answers inquiries by clarifying desired information, research, locating and providing information.

# Tsung Fang Industrial Corporation (Philippines) Apr 2016 - Oct 2016

## Laser Engraving Operation

* Engrave and print patterns, designs, etchings, trademarks, or lettering onto flat or curved surfaces of a wide variety of metal, glass, plastic, or paper items, using hand tools or hand-held power tools.
* Position and clamp work pieces, plates, or rollers in holding fixtures.
* Determine machine settings, and move bars or levers to reproduce designs on rollers or plates.
* Examine engraving for quality of cut, burrs, rough spots, and irregular or incomplete engraving.
* Measure and compute dimensions of lettering, designs, or patterns to be engraved.

**Follow Your Heart** **Feb 2014 - Feb 2015**

## Saleslady

* Communicating with customers, assisting customers in selecting the right product.
* Performing financial transactions and demonstrating knowledge of the product being sold.

# EDUCATION

Computer Secretarial June 2011 - March

2013

*Gateways Institute of Science and Technology*

## Nagpayong High School June 2007 - Mar

2011

Pasig City

## Bacnono Elementary School June 2001 - Mar

2007

Pangasinan

**SEMINARS ATTENDED**

* Department of Labor and Employment

National Reintegration Center for OFWS

Intramuros, Manila

May 2016

* Computer Literacy Training Program

University of Makati City

November 2010

* Hotel Immertion

Antel Suites Hotel, Makati City

February 2013

**PERSONAL INFORMATION**

Age: 25

Birthday: January 22, 1994

Birthplace: Bayambang, Pangasinan

Religion: Catholic

Civil Status: Single

Citizenship: Filipino

Language Spoken English and Filipino

**REFERENCES**

# Maria Fatima V. Vargas

Ansar Gallery, Sales Coordinator

+97152-350-7850

# Rachel E. Angeles

Chief, Direct- Hire Assistance Division

Philippine Overseas Employment Administration

09175105490

# Director Alfredo A. Robles

Officer in Charge

Philippine Overseas Employment Administration

0917554035