



Elmer D. Espineta

OBJECTIVES:

To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your company throughout the duration of my training period.

EDUCATION ATTAINMENT:

TERTIARY

Carlos Hilado Memorial State College
Bachelor of Science in Information Technology
2015-2019
Brgy. Alijis, Bacolod City, 6100
Negros Occidental, Philippines

SECONDARY

Paglaum Village National High School
2011-2015
Paglaum Village, Brgy. Mansilingan Bacolod City,
6100 Negros Occidental, Philippines

PRIMARY

Paglaum Elementary School
2006-2011
Paglaum Village, Brgy. Mansilingan Bacolod City,
6100 Negros Occidental, Philippines

TRAINING EXPERIENCE:

ENCODER

“Nepan Sales, Inc.”
Accumulated 600 hours
Brgy. Alijis, Bacolod City
6100 Negros Occidental

WORK EXPERIENCES:

CASHIER/WAITER

“CELLS FOOD HUB”
Catleya St. Brgy. Mansilingan,
Bacolod City, 6100 Negros Occidental
December 2021 – July 2022

TRANSFER CLERK

“REDHA AL ANSARI EXCHANGE”
Dubai, UAE
December 2022 – May 2024

- Responsible for operating equipment to receive and transfer funds.
- Assist branch with administrative functions such as answering inbound calls, transfer calls, filing documents and send e-mails and reports.

055-209-3746
Brgy.elmer@gmail.com

Street 5A Villa 16, Jumeirah 2
Dubai United Arab Emirates

SKILLS:

- Oriented in Microsoft Office applications
- Computer Literate
- Good communication skill- both verbal and written
- Effective and efficient in doing works
- Organization and basic legal skills
- Formatting and managing documents
- Able to work as part of a team
- Experienced in use of office equipment

PERSONAL INFORMATION:

Date of Birth: May 29, 1999
Place of Birth: Bacolod City
Age: 24 years old
Gender: Male
Civil Status: Single
Citizenship: Filipino
Religion: Catholic

Contact person incase of
emergency:

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