



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:**

Daisy D. Espineta

Street 5A Villa 16 Jumeirah 2
Dubai, UAE

+971552464877

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.