

CURRICULUM VITAE



AMELIA E. LANDRITO

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OBJECTIVES:

To Enhance my Knowledge and Skills .To be an efficient worker and establish a good working relation to my Employer and co- worker.

EDUCATIONAL ATTAINMENT:

- 1986-1987 Taguig Elementary School
- 1990-1991 Southern Rizal Institute
- 1994-1995 Far Eastern University
Bachelor of Secondary Education Undergraduate

WORK EXPERIENCE:

- 1995-1998 Melvin Incorporated
Recording Clerk

Duties and Responsibilities:

1. Records all the sales, according to sizes, color, and item
 2. Answer and record all incoming calls for the company
 3. Record and file all the Purchasing Orders of our distributor
- 1998-2000 Sta Ana Day Care Learning Center
Teacher

Duties and Responsibilities:

1. Preparing a Lesson plan for the Class
 2. Teach the student
 3. Assist the student one by one
 4. Giving Homework or projects
 5. Attending meetings or seminars
- 2000-2002 Municipality of Taguig
Clerk

Duties and Responsibilities:

1. Assist people in their needs or purpose in the municipality
2. Records and file all important document

- 2002-2004 Oman
Domestic Helper

Duties and Responsibilities:

1. Clean the house
2. Washing and Ironing clothes
3. Preparing their foods

- 2004-2006 Abu Dhabi United Arab Emirates
Private Tutor/Nanny

Duties and Responsibilities:

1. Arrange the school things of the children
2. Preparing their lunch box
3. Preparing their foods
4. Bring and pick the children in their school
5. Assist the children in their homework
6. Bring them in the mall or other places
7. Attend in their needs
8. Helping household chores

- 2006-2008 Al Barmawi Translation Office
Abu Dhabi United Arab Emirates
Administrative Clerk

Duties and Responsibilities:

1. Assist our clients
2. Making receipts in our clients
3. Helping my employer to deal in our clients
4. Attend meetings
5. Answer and record all incoming calls
6. Deliver finished documents in some of our clients
7. Make some photocopy of the documents
8. Bind documents

9. Scanned photo or documents
10. Sending fax
11. Types some necessary notes
12. Write some dictations
13. Assist deliveries

Part time:

1. Al Salama Hospital - Helping Arabs in their needs
 2. Abu Dhabi Ladies Club – Catering
 3. Beach Rotana Hotel ,Hilton Hotel, Dubai Millennium Hotel, and other Wedding Venues –Flower Arranger ,serve coffee and tea
 4. Mohamad Salem Wedding Organizer - Secretary
 5. Cleaning some houses
- 2008-2010 Qupet maintenance and Cleaning Services Doha Qatar

Cashier

Duties and Responsibilities:

1. Assist the Client
 2. Purchase their order
 3. Making Receipt to our costumer
 4. Record the Outgoing materials
 5. Files all the receipt
- 2011-2012 ABC Diversified Incorporation
Office Staff

Duties and Responsibilities:

1. Follow instructions in my superior
2. Bring and pick important Document in our clients
3. Doing office work

PERSONAL DATA:

Age: 39 yrs. Old
Birth Date: September 29, 1974
Birth Place: Taguig Rizal
Nationality: Filipino
Sex: Female
Religion: Catholic
Civil Status: Married
Spouse: Jay Landrito
Children: Jamie Anne Landrito
Jaime Landrito
Jayson Landrito
Height: 5'2
Weight: 130 lbs.
Fathers Name: Augusto Espiritu
Mothers Name: Arsenia Espiritu

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Amelia Landrito
APPLICANT