A person smiling for the camera

Description automatically generated with medium confidence

**ARCILLAS, ALISON R.**

**Luta Sur Malvar, Batangas**

**Contact # 09065943363**

**Email Address: alisonarcillas123@gmail.com**

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**Objective:**

Seeking an opportunity to apply and to improve my acquired knowledge and skills from the tasks that will be assigned to me in the future as well as the new learnings that I may obtain from the potential companies that I will work with.

**Educational Background:**

Tertiary: Bachelor of Science in Industrial Engineering

University of Batangas

National Rd. Hilltop, Kumintang Ibaba, Batangas City

2018-2022

Secondary: Tanauan Institute

Tanauan City

2012-2018

Elementary: Luta Sur Elementary School

Luta Sur, Malvar, Batangas

2006-2012

**Skills:**

* Computer literate: proficient in Microsoft Office (MS Excel, MS Word, MS PowerPoint)
* Can handle whatever tasks that will be given
* English literate (oral or written)
* Hardworking and flexible in any amount of work

**PERSONAL INFORMATION:**

**Place of birth** : Luta Sur Malvar, Batangas

**Date of birth** : March 09, 2000

**Age** : 22 years old

**Civil Status** : Single

**Training’s Attended:**

* MS EXCEL MASTERCLASS

JUNE 2022

* BASIC OCCUPATIONAL SAFETY AND HEALTH

40 HRS TRAINING COURSE (ONLINE)

JULY 2021

* SAP BUSINESS ONE COMPUTERIZED BOOKKEEPING TRAINING COURSE

OCTOBER 2017

**CHARACTER REFERENCE:**

Engr. Allyzza Nichole V. Maranan

Industrial Engineering Department Head

University Of Batangas – Main Campus Contact

Infos: 09915310185

[Allyzzanichole.velasco@ub.edu.ph](mailto:Allyzzanichole.velasco@ub.edu.ph)

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ALISON R. ARCILLAS

Applicant