

EVANGELINE V. BUTED

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To build my career and to contribute my knowledge, acquire healthy attitude, and to enhance my ability in every aspect and to empower my potentials.

PERSONAL PROFILE:

Name:	Evangeline V. Buted
Gender:	Female
Date of Birth:	August 13, 1994
Place of Birth:	Solsona, Ilocos Norte
Age:	29 years old
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Dialect Spoken:	English, Tagalog and Iloco
Father's Name:	Jovencio Buted Sr.
Mother's Name:	Jocelyn Buted

EDUCATIONAL BACKGROUND:

TERTIARY	Capstone College Hongkong CERTIFIED NURSING ASSISTANT Hongkong 2024
TERTIARY	ICON MEDICAL GROUP CAREGIVER LEVEL2 Hongkong 2023
TERTIARY	Mariano Marcos State University Bachelor of Bussiness Administraion Major in Accounting (UNDERGRADUATE)
Secondary	ILOCOS NORTE COLLEGE OF ARTS AND TRADES Brgy. # 5, P. Gomez Street, Laoag City (S. Y. 2007 - 2011)
Primary	Pasiocan Elementary School Brgy. # 39 Pasiocan, Ilocos Norte (S. Y. 2001-2007)



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SKILLS:

- Computer literate
- Can work and communicate well with others
- Friendly and Open-minded; committed to client satisfaction
- Flexible in any shift
- Multi – tasting

EXPERIENCE:

October 8, 2022 up to Present: Hongkong: Domestic Helper/ Personal Nurse

August 2019- March 2022: Singapore: Domestic helper (house keeper):

Duties and Responsibilities;

- Always get up early to prepare food
- Cleaning the house
- Taking good care of the employers, and also ,
- Treat them as my second family

April - June 2019: Kingfisher Surfing Kite Hotel: Book keeper/Admin. Staff and Secretary ;

Duties and Responsibilities ;

- Handling Bookings and Reservation
- Process salaries and their benefits and ,
- Handling legal documents, and also,
- Do the interview and Orientation of man power

October 2018 - March 2019: Vivosvi Lending Corporation: Accounting Staff ;

Duties and Responsibilities;

- Evaluating the application of a person who will lend
- Processing the documents and ;
- Collecting of money

January 2017- March 2019: PhilSeven Corporation(7 - eleven) ; Team leader (SAM):

Duties and Responsibilities :

- Handling manpower
- Inventory and checking documents
- Monthly meeting of Promos and their Implementation
- Cashier & Received deliveries (midnight);and also ,
- Always clean the store before you leave



March 2015 - January 2017: SM Savemore(Lamonte chicken Station) Iloilo city and San Nicolas , Ilocos Norte; Store Specialist (Team leader):

Duties and Responsibilities;

- Handling manpower
- Checking deliveries
- Encoding documents/ Reports;
- And always ensure Daily time record

March 2014-March 2015: Robinson's Supermarket (Fresh section " Seafood") , San Nicolas , Ilocos Norte; Merchandiser;

Duties and Responsibilities:

- Weekly inventory of sales
- Always check the quality of the products
- Cleanliness of the place

June 2013 - March 2014 : SM Hypermarket Iloilo city, Ilocos Norte ; Merchandiser ;

Duties and Responsibilities:

- Always follow the standard policy of deliveries FIFO stand for " First in , First out"
- Weekly inventory of sales
- Refilling of items

AWARD:

- Employee of the quarter(July - September 2017)

CERTIFICATES:

- CPR AND AED TRAINING From: Hongkong Cardiac Nursing Association.
- CAREGIVING TRAINING (Level 2): Training Qualifications UK

I do hereby certify that above information are true and correct to the best of my knowledge and beliefs.

EVANGELINE V. BUTED
APPLICANT



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