**MY MISSION STATEMENT**

**To enhance my knowledge and understanding of the computer, and to gain further experience in Office Administration , so that I will be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization to which I work.**

**INTEREST And ACTIVITIES**

**Dancing, singing, tennis, exploring the technology of the computer, basketball and looking after people who are sick and the elderly.**

**REFERENCES**

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