



Confirmed

Donna Mae Araña Umali

Computer Programming

Contact

Phone: 09999349634

Email: donnamae.arana@gmail.com

Nationality: Filipino

DOB: 26.05.1992

Gender: Female

Address: Sitio Talahib,
Paniquian Naujan, Oriental
Mindoro Phils.

Skills

English

★★★★★

Arabic

★★★★★

Spanish

★★★★★

Filipino

★★★★★

Language

English

Arabic

Spanish

Filipino

Hobbies

Dancing

singing

Drawing

Baking

Summary

A highly motivated and results-oriented individual with a strong work ethic and a commitment to excellence Seeking a challenging position where I can use my skills and experience to make a significant contribution to the company's success.

Experience

Domestic Worker at Dammam, KSA *finish contract* Nov 2021 – Oct 2023

- Ensuring the cleanliness of the workplace -Doing the task such as cleaning, washing and ironing clothes -Responsible for sweeping, mopping, vacuuming and organizing things

Inventory Encoder at Tanduy Distiller Inc. *Calapan* Oct 2019 – Mar 2020

- Encoding the data entry of client lists, date of payment and their balance -Filing the customers receipt of payment and records -Has a good speed of typing, good vision, excellent computing skills and knowledge of using the software.

Checkout ~~Cashier~~ at Puregold Calapan

Jun 2017 – Dec 2019

- Has a good focus on POS or Point of Sale -Responsible for processing and relieving the payments and issuing receipts to customer. -Maintaining a good customers service -Ensuring the checks, cash and other charge payments from the customers. -Welcoming customers, answering their questions, helping them to locate the items and providing advice or recommendations.

Inside Sales Representative at Lucky 99 RTW

May 2014 – Mar 2015

- Answer customer inquiries and provide information on products, returns and store policies -Checking the stocks, order and receive new items -Maintaining a monthly inventory of stocks and sales -Hiring and interviewing new employees

Education

Computer Programming

Jun 2011 – Mar 2013

Filipino Academy Of Scientific Trade

Bachelor of Science in Information System

Jun 2009 – Mar 2010

City College of Calapan

Achievements

Certificate of Office Administration

- Online course

Certificate of Training

- Domestic Work NCII



Donna Mae Araña Umali

Computer Programming

International number

Summary

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Address: Sitio Talahib,
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Mindoro Phils. - Calapan, Colina

Skills

- English ★★★★★
- Arabic ★★★★★
- Spanish ★★★★★
- Filipino ★★★★★

Language

- English
- Arabic
- Spanish
- Filipino

Hobbies

- Dancing
- singing
- Drawing
- Baking

32, married.
- part. rate. 395. //

- 9pm, tonight,

Experience

Domestic Worker at Dammam, KSA *End of Contract* Nov 2021 – Oct 2023

- Ensuring the cleanliness of the workplace -Doing the task such as cleaning, washing and ironing clothes -Responsible for sweeping, mopping, vacuuming and organizing things

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Inside Sales Representative at Lucky 99 RTW May 2014 – Mar 2015

- Answer customer inquiries and provide information on products, returns and store policies -Checking the stocks, order and receive new items -Maintaining a monthly inventory of stocks and sales -Hiring and interviewing new employees

Education

Computer Programming *2 years*
Filipino Academy Of Scientific Trade

Bachelor of Science in Information System
City College of Calapan Jun 2009 – Mar 2010

Achievements

Certificate of Office Administration / Saudi Arabia
took 4 months to finish

Certificate of Training

- Domestic Work NCII