



CHRISTY IGLESIAS

CONTACT

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- Al Rigga Deira Dubai, UAE

EDUCATION

- BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
- Pangasinan State University
- 2019-2023
- Pangasinan, Philippines

SKILLS

- Microsoft Office
 - Excel
 - Word
 - PPT
- Computer Literate
- Time Management
- Communication Skills
- Adaptability
- Teamwork

PERSONAL DETAILS

- Date of Birth : April 19, 2001
- Age : 23
- Height : 5'6
- Civil Status : Single
- Nationality : Filipino

LANGUAGES

- English
- Filipino

CAREER OBJECTIVES

Seeking a challenging career opportunity where I can utilize my skills and experiences to contribute positively to the success of the organization while continuing to grow personally.

WORK EXPERIENCE

- Professional Regulation Comission** 2022-2023
Office Employee
Rosales, Pangasinan, Philippines
 - Providing customer service and assistance to applicants and license holders.
 - Utilized Microsoft Office for managing various office-related tasks.
 - Administered the processing and issuance of Professional Identification Cards (PICs) to various professionals.
 - Maintained accurate records and databases of licensed professionals, applications, and examination results.
 - Conducted thorough reviews of documents and credentials submitted by applicants to ensure compliance with licensure requirements.
 - Responded to inquiries from professionals, applicants, and the public regarding licensure procedures, regulations, and requirements.
- Puregold Supermarket** 2020-2021
Sales
Bayambang, Pangasinan, Philippines
 - Greeting customers and assisting them in locating products.
 - Providing product information, recommendations, and assistance with purchasing decisions.
 - Handling cash transactions accurately and efficiently, including processing payments and issuing receipts.
 - Ensured the cleanliness and organization of the store by restocking shelves, arranging displays, and maintaining a tidy environment.
 - Promoting sales and special promotions to customers.

I hereby declare that all statements made in this application are true and correct to the best of my knowledge.

Christy Iglesias
Signature