



# Emma Rose M. Timplado

ENGLAND CLUSTER, INTERNATIONAL CITY  
DUBAI, UNITED ARAB EMIRATES  
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## **OBJECTIVE:**

To enhance and obtain a responsibilities and services that would help to the company and to improve my knowledge and skills to a continuous career.

## **EDUCATIONAL ATTAINMENT:**

VOCATIONAL: Filipino Institute- Al Garhoud, Deira Dubai, U.E.A

[IELTS](#)

: Filipino Association for Computer Excellence

POLO-OWWA Dubai Chapter Al Qhusais, Dubai, U.A.E

[ACCOUNTING AND BOOK KEEPING](#)

[ICDL- Course](#)

: Xavier Technical Training Center Corporation

In #267 Unit-2 E. Dela Paz St. Marikina City Philippines

[Computer Secretary](#)

COLLEGE: Gensantos Foundation College Inc

In Bulaong Extn. Gen. Santos City Philippines

BS Accountancy - Undergraduate

and: Mindanao State University

In Fatima, Tumbler Gen. Santos City Philippines

BSEd- Mathematics-- Undergraduate

SECONDARY: Mindanao State University- HS Department

Gen. Santos City Philippines

## **WORKING EXPERIENCE:**

COMPANY: Kingpower Machinery and Tools FZCO

POSITION: Sales

YEAR: April 13, 2014 to present

**Duties and Responsibilities:**

- -Performs all the works needed in shop
- -Only single staff on-duty
- -Responsible for selling and doing computerized works including invoices,statement of account, taxation report, encoding in tally software & etc.

**COMPANY:** Great Image General Santos Branch

**POSITION:** Store Manager

**YEAR:** June 2013 to November 2013

**COMPANY:** Rice in a Box

**POSITION:** Store Supervisor

**YEAR:** May 2012 to October 2012

**COMPANY:** Padi's Point Restaurant and Bar, Tayuman, Manila Phils.

**POSITION:** Restaurant Manager

**YEAR:** July 2010 to March 2012

**COMPANY:** Whiterock Waterpark and Beach Hotel, Subic, Zambales, Phils.

**POSITION:** Cashier / Receptionist

**YEAR:** April 2008 to January 2009

**COMPANY:** Padi's Point Restaurant and Bar, Marikina, Phils.

**POSITION:** Cashier/ Supervisor

**YEAR:** March 2006 to February 2008

**PERSONAL DATA:**

Date of Birth: April 15, 1979

Nationality: Filipino

Status: Single

Name of Father: Virgenio Templado Sr. (deceased)

Name of Mother: Avelina Muena Templado

Passport #: P8721548A

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**APPLICANT SIGNATURE**

