

ANALIZA CANDAZA-PENDRE

49 A, MABINI ST. TUKTUKAN TAGUIG CITY

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Objectives

I look forward to the position which will enhance, share my knowledge and increase my confidence. A company that would provide a healthy working environment, training opportunities and growth that would eventually lead me to a better and independent person.

Employment and Experience

Employer	City Government of Taguig
Position	Business Permits and Licensing Office
Job Description	Assessment and Evaluation Personnel 2011-2022
	<ul style="list-style-type: none">• Assessment of Business Tax• Evaluate if all the necessary requirements are complete.• Receiving and Encoding of Business Permits.• Assist and guide the tax payer inquiry regarding assessment concern.• Answering inquiry regarding status their business Permit.• Segregation and labelling of business permit.
Employer	Kotse Pilipinas
Position	Secretary
Job Description	2003-2004
	<ul style="list-style-type: none">• Answering calls, taking messages and handling correspondence.• Arranging appointments with the prospective buyers.• Received and process work orders.
Employer	Shakey Pizza Parlor
Position	Cashier / Service Crew
Job Description	2002-2003
	<ul style="list-style-type: none">• Takes orders and answers questions on meal item.• Prepares a bill that breaks down the entire cost of the meals.• Makes recommendations and serve food.• Make sure that the dining area is clean.

Employer **Mega Cellular Network**
Position Encoder
1999-2001

Job Description

- Accurately and efficiently encode all data that need organizing and recording.
- Confirm that entered data accurately aligns with original documentation.
- Organized and maintain original evidence.
- Assure files are properly prepared and save to back up files.

Employer **Mcdonalds**
Position Cashier/Service Crew
1997-1998

Job Description

- Takes orders and answers questions on meal item.
- Prepares a bill that breaks down the entire cost of the meals.
- Makes recommendations and serve food.
- Make sure that the dining area is clean.

Employer **Jollibee**
Position Cashier / Service Crew
1996-1997

Job Description

- Takes orders and answers questions on meal item.
- Prepares a bill that breaks down the entire cost of the meals.
- Makes recommendations and serve food.
- Make sure that the dining area is clean.

Educational Background

College
School **TAGUIG CITY UNIVERSITY**
Degree Earned Bachelor of Science in Business Management
Major in Business Management
June 2014 – July 2018

Secondary **SOUTHERN RIZAL INSTITUTE**
June 1992 – June 1996

Seminars / Training Courses

- **Service Performance Year End Assessment and Evaluation**
Feb 28, 2022
- **Basic sign Language Seminar**
Sept.20, 2018
- **Gender-Fair Use Language**
Nov, 21, 2016
- **Professional Image Management Training**
Oct 4,2015
- **Customer Service Training Program**
March 9, 2015
- **Anti-Harassment Act of 1995**
April 10, 2015
- **Frontline Service Management Seminar**
Nov. 13, 2013
- **Professionalism in Public Service**
Sept. 20, 2012

Skill Set

- Proficient in Microsoft applications.
- Can work under pressure and minimum supervision.
- Service and quality-oriented mindset.
- Flexible to handle new assignment, and willingness to learn.
- Able to work in collaborative, team-oriented environment.
- Customer service, organized, disciplined and responsive to change.