

MERYALE B. DAO-AS

Address: 3418 Bldg. Factor Compound, Don Galo, Paranaque
Zip Code: 1700
Phone: +639396189136
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OBJECTIVE

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill to help promote corporate mission and exceed team goals.

PERSONAL INFORMATION

Birth Date : March 26, 1997
Birth Place : Tabuk City, Kalinga
Nationality : Filipino
Religion : Roman Catholic
Civil Status : Single

EDUCATIONAL BACKGROUND

2013-2017 TERTIARY: **International School of Asia and the Pacific**
▪ Bachelor of Science in Customs Administration
2009-2013 SECONDARY: **Saint Theresita's School Tabuk Kalinga**
2003-2009 PRIMARY: **Magsaysay Elementary School Tabuk**

WORK EXPERIENCE

August 2021 – December 2021 **Billing Assistant**
Tabuk Boundless Telecommunication Services
September 2019- December 2020 **Executive Assistant I**
Local Government of Tabuk- Office of the Vice-Mayor
February 2018- August 2019 **Declarant & Billing Assistant**
Aduana Brokerage & Int'l Freight Forwarding
Services Inc.

SKILLS & QUALIFICATION

- Lodgement Using Intercommerce
- Computer Literate
- Committed and Dedicated to Work
- Hardworking, Task Oriented & Eager to Learn

CHARACTER REFERENCES

MARGARET BANLAGAN
LOCAL LEGISLATIVE STAFF OFFICER III
Local Government of Tabuk- Office of the Vice-Mayor
Mobile No. 09507264014

KATHERINE AQUINO
ACCOUNTANT
Aduana Brokerage & Int'l Freight Forwarding
Services Inc.
Mobile No. 09354369352

MELISSA PALANCA, LCB
CUSTOMS BROKER
Melissa Palanca Customs Brokerage
Mobile No. 09279682337

I hereby certify that the above information is true to the best of my knowledge and belief.

MERYALE B. DAO-AS
Applicant