



## PROFILE

A person who is knowledge-focused and committed to lifelong learning, proactive in their approach to their profession, trustworthy, teachable, and well-organized.

## RELEVANT SKILLS

- Willing to accept responsibilities.
- Willing to learn new things and is open to self-improvement.
- Ability to work towards self-development.

## PERSONAL DATA

**DATE OF BIRTH** : December 09, 2000  
**AGE** : 23 years old  
**PLACE OF BIRTH** : Pasay City  
**GENDER** : Female  
**NATIONALITY** : Filipino  
**HEIGHT** : 4'11  
**CIVIL STATUS** : Single  
**RELIGION** : Roman Catholic  
**Father's Name** : Ariel R. Cusi  
**Mother's Name** : Fe T. Cusi

## EDUCATION BACKGROUND

### Primary

Paco Catholic School  
1521 Paz St. Paco, Manila  
2012-2013

### Secondary

Fatima College of Camiguin  
Lumad , Mambajao Camiguin  
2016-2017

### Intermediate

Accountancy and Business Management  
Capitol University  
Corrales Ext, Cagayan de Oro,  
2018-2019

### College

Bachelor of Arts in International Studies  
Liceo De Cagayan University  
Rodolfo N. Pelaez Blvd, Cagayan de Oro,  
2022-2023

## REFERENCE

Fe T. Cusi  
P.R.O  
Saeed Mohammed Meftha Obaid Al Ashamsi  
Ajman U.A.E  
+971545979856

# FAYE DOMINIQUE T. CUSI

Al Reem Building flat 101 , Rashidiya 3, Ajman  
Contact No. +971 582607761 / +971 54 5979856  
Email add : nisha.cusi0909@gmail.com

## CAREER OBJECTIVE

Eager to be part of your institution where I can use my positive work experience, utilize my communication, and management skills, and eventually help this company to maintain its goals and vision.

## WORK EXPERIENCE

Office Clerk

**AL WARD AL ASFAR FACILITY MANAGEMENT SERVICES** **3 Months**

### Duties & Responsibilities :

- ✓ Typing Contracts
- ✓ Cancelling visa
- ✓ Renewing of visa

Supporting Staff in Export Department

**BUREAU OF CUSTOMS CAGAYAN DE ORO CITY** **2022**

### Duties & Responsibilities :

- ✓ Transferring vessels information in exporters value of number to its production and locations.
- ✓ Segregation of certificate of origin along with phytosanitary certificate.
- ✓ Transferring records of export to logbook.
- ✓ Stamping of received along with the date when it was received.
- ✓ Segregation of confidential informations of employees.
- ✓ Rerouting of signatures in different departments.
- ✓ Encoding of Birthdays of regular employees.
- ✓ Distributing certificates of employees with accords to when did they received it.

Part timer

**International Pharmaceutical inc.** **February 2022**

### Duties & Responsibilities :

- ✓ Entertaining Customers and Employees.
- ✓ Arranging and Monitoring the quota product.

Supporting Staff

**FORD CAGAYAN DE ORO AUTHOHUB** **2019**

### Duties & Responsibilities :

- ✓ Receiving incoming calls from other departments.
- ✓ Encoding attendance of employees using Excel.
- ✓ Piling of leave papers of the employees.
- ✓ Facilitating Test Examination of the Applicants.
- ✓ Terminating Applicants Resume that doesn't fit to the standard of Ford.
- ✓ Printing and Xeroxing.

*I hereby attest that above Information are correct and genuine to the best of my work knowledge.*

Faye Dominique T. Cusi  
Applicant