**Messenger**

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com Website: www.qwikresume.com

LinkedIn: linkedin.com/qwikresume Address: 1737 Marshville Road,

Alabama.

# Objective

To be able to have a job where can enhance knowledge, capabilities, potentials and intend to contribute to the attainment of the company objectives.

# Skills

Technical Skills, Management.

# Work Experience

## Messenger

**ABC Corporation** ­ January 2010 – September 2014

* Picked up reports and handle the care of important documents, packages, and other items between office or departments.
* Checked and ensured completeness of data before his/her leave the area/office.
* Familiarized the areas in Metro Manila like malls, department stores, and boutiques, or fusion outlets.
* Prepared Daily Travel reports and send them to the HR Admin Assistant/superior at every end

of the week.

* Messenger Delivered messages and items, such as newspapers, documents, and packages, between establishment departments.
* Sorted items to be delivered according to the delivery route.
* Printed architectural plans Delivered construction plans to clients and conducted truck runs.

## Messenger

**ABC Corporation** ­ 2007 – 2010

* Filing of documentation and handling of post.
* Qualifications, outside activities and hobbies Senior certificate with computer practice (N3), Computer literate.
* Experience in Word Perfect 5.1, Quattro Pro, Lotus Smartsuite, Windows, Dos, PC Tools,

AmiPro, Excel, Word, Outlook., Oracle, back up and restore of programmes.

* Have no disciplinary steps against me.
* Always put my work first and I was never late at work.
* Declaration I Vernon Brynard declare that above information is correct.
* vbrynard@metrorail.co.za (021) 449-3859 083-276-9798 09 November 2013.

# Education

- (SAWATA NATIONAL HIGH SCHOOL)