

## Messenger

# ROBERT SMITH

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## 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.

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**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](mailto:vbrynard@metrorail.co.za) (021) 449-3859 083-276-9798 09 November 2013.

## Education

- (SAWATA NATIONAL HIGH SCHOOL)