



**Adrian Peter Mirasol**

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**Objective**

To work in an established organization that provides equal opportunity for all staff to

perform at their best, enhance their skills at the same time support career growth.

**Profile**

* Highly trainable, fast learner and can easily adapt to pressure in the workplace.
* Hard working with commitment to excellence.
* Works effectively and efficiently with diverse group of people.
* Can work harmoniously among peers.
* Computer literate.

**WORK EXPERIENCE**

**Part time Administrative Assistant**

Tabaco City Hall ofJustice

Albay, Philippines

December 2012 – February 2015 (three days a week)

**Job Responsibilities:**

* Assists in organizing files (documents, log books, etc.) according to procedures
* Makes copies of files according to instructions
* Runs official errands for staff (pick up documents from other government offices)
* Retrieve documents from filing system as required
* Assists and directs visitors on their queries

**Store Manager / Owner**

Querdz General Merchandise (Grocery items)

Albay, Philippines

October 2009 up to present

**Job Responsibilities:**

* Monitors and maintains store shelves by removing damaged or out of date products; tidying store shelves
* Restocks shelves with available products
* Reorders when levels appear low; arranges for return and credit for damaged products
* Coordinates with and maintains good relationship with suppliers
* Observes pricing of competitors' products and readjusts own pricing as needed
* Manages inventory of products
* Performs accounting of finances
* Maintains customer relationships

**Caregiver**

Noel Budy

Albay, Philippines

September 2007 – June 2012

**Job Responsibilities:**

* Assists with bathing, dressing and grooming
* Performs range of motion exercises
* Makes beds and change linens, as needed
* Engages in conversation and verbal exercises
* Administers prescribed medications
* Runs errands (pickup prescriptions)
* Accompanies to events as required
* Records daily care notes
* Reports any significant information to relative/family

**Receiving Clerk-Freezing Team**

Anjo Farms Incorporated

Pangasinan, Philippines

April 2003 – January 2004

**Job Responsibilities:**

* Signs for and receives packages
* Unpacks packages and checks the contents
* Counts items received and compares to the invoice/delivery order
* Reports any discrepancies to supervisor

**PERSONAL DATA**

Date of Birth October 25, 1981

Civil Status Married

Sex Male

Height 5’8”

Weight 140 lbs.

Language English, Filipino

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Computer Science

AMA Computer College

Legazpi City, Philippines

2000 – 2006

Caregiver Course

Divine World College

Legazpi City, Philippines

June – December 2006

**TRAININGS ATTENDED**

Basic Safety Training

Philippine Merchant Marine Academy

Zambales, Philippines

August 04 – 10,2008

Mesman/Steward Training

Blue Horizon Maritime Training center

Manila, Philippines

January 28 – 31,2008

Elderly Care

Ladies of Charity

Home for the Aged

Sorsogon City, Philippines

December 10 – 17, 2006

Child Care

Holy Cross Children’s Home

Sisters of Saint John the Baptist

Tabaco City, Philippines

December 04 – 09, 2006

Hospital Care

Esteves Memorial Hospital, Inc.

Legazpi City, Philippines

November 20 – Dec. 01, 2006

Cellular technology – Cellular

Fundamentals, Tools, and Devices

AMA Computer College

Legazpi City, Philippines

March 23 – 24, 2006

Cellular Technology – GSM and Wi Fi

(Wireless Fidelity)

AMA Computer College

Legazpi City, Philippines

March 23 – 24, 2006

First Aid Training in Red Cross

AMA Computer College

Legazpi City, Philippines

March 2006

On – Job – Training

DigitelTelecomunications Company

Legazpi City, Philippines

June 22 – September 5, 2006