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Objectives

Full time position in an excellent company which offers a professional working environment and enabling me to grow while meeting the customers’ needs.

Highlights of Qualification

* With remarkable office experience.
* Patient with serving customers.
* Strongly self-motivated, punctual, and follow directions accurately.
* Responsible, reliable, and friendly.
* Quick learner who can easily adapt to new responsibilities.
* Cooperative, flexible, and dependable; known for getting job done efficiently.
* With superior communication skills.
* With keen organizational sense and advanced multitasking abilities.
* Discretion and good judgement.
* Professional appearance and manner.
* Proficient in Microsoft office applications.
* Excellent in oral and written English.
* Strive for continued excellence.
* Can work under pressure.

Education

March 2006 | Bachelor of Science in Public Administration

**University of Cagayan Valley**

Experience

January 16, 2014 – July 2015 | Administrative Aide 1

Office of the Governor | Tuguegarao City, Cagayan

Job Description

* Paid close attention to accuracy, in clerical and logistical tasks, especially with numbers such as sorting, filing, and looking up information.
* Used PC and software applications to update records and enter data, create documents and send emails
* Interacts with other Offices and Departments and outside organizations to obtain and provide information.
* Support and supervise trainees during their Job trainings.
* Function as courier at times.
* Conduct background checks.
* Established excellent rapport with co-workers and clients.
* Updating event calendars and involved in every significant organizational activity.
* Provide receptionist services.
* Throughout work history, provided skill and outstanding support in:
* Typing -Answering phones -Filing
* Distributing mail -Shipping & Receiving -Record keeping
* Issuing Receipts -Inventory control



**Gulfjobseeker.com CV No:** **1491990**