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**Gulfjobseeker.com CV No:260095**

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**CAREER OBJECTIVE**

“ To enhance my professional skills in dynamic and stable workplace”

**WORK EXPERIENCES**

**Department of Agriculture – Philippine Council for Agriculture and Fisheries (DA-PCAF)**

September 28, 2011 – January 31, 2016

**Administrative Assistant II**

* Maintain confidential records and files;
* Maintain records of decisions;
* Maintain office Files;
* Prepares documents and reports on the computer;
* Coordinate repairs to office equipment;
* Greet and assist visitors;
* Answers phones;
* Direct call and respond to inquiries;
* Performs others duties as may be assigned by immediate supervisor;

**Project Development Assistant I**

* Assists in the implementation of guideline for the operation and management of the project;
* Assists in the monitoring of various activities of the project;
* Assists in conducting field inspection in the different targeted municipalities/provinces;
* Assists and provides administrative assistance.

**Jollibee**

**Apalit, Pampanga**

**September 25, 2010 - February 27, 2011**

**Waitress**

* Greeted guest took orders and served the same
* Cleared table and set them before and aftertheguestleft

**RiverBank Minimart**

**April 26, 2010 - August 9, 2010**

**Cashier**

* Take payment in exchange of items sold
* Bag , box and wrap purchased items

**TRAININGS AND SEMINARS**

2009

* Addressing Graft and Corruption in the Workplace;

2006

* Transparency and Transactions in Government;

**EDUCATIONAL BACKGROUND**

**College**

***Universidad de Manila***

Bachelor of Science in Public Administration

2006 – 2010

**Secondary**

***San Miguel Academy***

2002 – 2006

**Primary**

***San Isidro Elementary School***

1996 - 2002

**PERSONAL INFORMATION**

**Status**  : Single

**Date of Birth** : July 29, 1989