**First Name of Application CV No 1649376**

Whatsapp Mobile: +971504753686



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## EMPLOYMENT OBJECTIVE:

To obtain a position where I can utilize my extensive administrative skills to help a company to advance as well as gain further experience in this field.

**SKILLS/INTERESTS:**

* Computer Literate
* Excellent Interpersonal Skills
* Proficient in both spoken and written English
* Very satisfactory ability in organizational and planning skills
* Hardworking and patient, great enthusiasm to learn, dedicated, willing to perform any job assigned with credibility and able to work under pressure.

**PROFESSIONAL EXPERIENCE:**

**Admin Assistant**

**DSWD (Department of Social Welfare and Development)**

* Welcomes visitors by greeting them, in person or on the telephone
* Directed the guests and general public to the right staff member
* Answering and routing calls, taking messages from the caller.
* Sorting and distributing incoming post and organizing and sending outgoing post;
* Assisting the beneficiaries’ complains and needs
* Encoding the child’s school performance
* Keep/Organize beneficiaries’ records, family backgrounds

**On the Job Training**

**SURIGAO CITY CENTRAL ELEMENTARY SCHOOL**

* Planning, preparing and delivering lessons to all pupils in the class;
* Teaching according to the educational needs, abilities and achievement of the individual students and groups of pupils;
* Assigning work, correcting and marking work carried out by the pupils.
* Assessing, recording and reporting on the development, progress, attainment and behavior of one’s pupils.
* Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of pupils.
* Participating for the appraisal of students’ performance
* Providing guidance and advice to students on educational and social matters and on their further education and future careers.
* Teaching pupils in all subjects (Filipino, English, science and health, physical education, music, history)
* Discipline and Organize pupils in class and within the school.
* Make them productive, achieve a lot in education.
* Maintaining good order and discipline amongst students under one’s care and safeguarding their health and safety at all times
* Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school;

**EDUCATIONAL QUALIFICATION:**

**BACHELOR OF ELEMENTARY EDUCATION (BEED)**

– Northeastern Mindanao Colleges, Graduated 2014

**-** Surigao Del Norte, Surigao City, PHILIPPINES.

**Personal Information**:

AGE : 23

BIRTHDATE : August 19, 1992

CIVIL STATUS : Single

RELIGION : Philippine Catholic

HEIGHT : 5’0”

WEIGHT : 50 kg.

NATIONALITY : Filipino