WILFREDO

**POSITION OBJECTIVES:**

* **Office Assistant**
* To develop, establish, and maintain a smooth and harmonious working relationship.

**SUMMARY**

Experiences, skills and abilities that I can offer your company include:

* Extensive team management and wide range team building experience.
* Ability to work effectively in a dynamic and multi-tasking environment.
* Ability to create a flexible schedule according to job duties, including evening and weekends.
* Quick learner who can easily adapt to new responsibilities.
* Cooperative, flexible, and dependable; known for getting the job done efficiently.
* Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, C++ Programming.
* Networking and encoding

**WORKING HISTORY**

1. **June 16, 2014 to March 31, 2016**

**Sieged Cash Haus Corp.**

**Office Administrator/Collector**

**Job Description:**

* Receive and answer phone calls, send and receive emails, send faxes and courier packages and also filing.
* Doing data entry tasks, prepare reports and enter information into computer.
* Responsible for collecting payments and deposit in the bank.
* Preparation of invoices and making payments.
* Making sure that all the office tasks are well managed.

**2. July 1, 2013 to May 31, 2014**

**Jeddah Finance Corp.**

**Office Assistant**

* Assist in filing invoices, receipts and other documents.
* Doing data entry of invoices into computer.
* Doing some errands for the manager.
* Cleaning the office.

**EDUCATION :**

1. **College**  **University of Mindanao**

Bachelor of Science and Information Technology

Matina Campus, Davao City

**AMA Computer College**

Programmer

Claveria St., Davao City

1. **High School San Isidro National High School**

San Isidro, Davao Oriental

1. **Elementary Magallanes Elementary School**

Magallanes St., Davao City

**PERSONAL INFORMATION:**

Age : 26 years old

Sex : Male

Status : Single

Religion : Roman Catholic

Date of Birth : December 12, 1989

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

