**DESIREE**

**OBJECTIVE :**

To obtain a position suitable to my qualifications and to develop my knowledge and skills for a challenging career opportunities and improvement.

**WORK EXPERIENCES:**

* **Kelphil, Inc. –** Ortigas Center, Pasig City, Philippines

**Administrative Assistant (March 2008 – June 2016)**

Admin. Department

Responsibilities:

* Managed and maintain records of company assets from office equipment to software licenses
* Process application/renewal of visa and employment permit of the expats
* Handles documentation and visa application of employees business trip and trainings in Japan
* Monitor daily timekeeping and prepares timesheets for payroll
* Monitor and make order of needed supplies in the office
* Prepare Purchased Order Form
* Organize company events
* Managed Hotel and Air Ticket reservation
* Coordinate with IT for computer/software related problems
* Maintain and managed 201 file of the employees
* Provide assistance to employees concerns and welfares
* Assist in recruitment and employment
* Disseminate company updates and information
* Provide support to accounting such as manual bookkeeping
* **Metropolitan Bank and Trust Company**

**Office Assistant/Typist (December 2006 – May 2007)**

Internal Affairs Dept. and HR Department

Responsibilities:

* Prepared documents for exit clearance and quit claims of resigned employees
* Revised and edit draft reports of the officers

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Arts in History (2002-2006)**

Polytechnic University of the Philippines

Sta. Mesa, Manila, Philippines

**SKILLS/QUALIFICATIONS:**

* Well versed with Microsoft Office Applications (Word, Excel, Powerpoint, Outlook, Publisher)
* Asset Management
* Documentation skills
* Can work with a minimum supervision
* Dedicated, hard-working and committed to professionalism
* Able to meet deadlines

**PERSONAL INFORMATION:**

Nationality : Filipino

Date of Birth : July 9, 1984

Age : 31

Status : Married

Religion : Catholic

Languages Spoken : Filipino, English

**Job Seeker First Name / CV No: 1716180**

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**DESIREE GIRLIE D. EUFRACIO**