LORNA VIRAY CASTILLO

**OBJECTIVE:** Obtain a responsible and challenging position within your company that will allow me to learn new technologies and skills while utilizing my previous experiences to improve beyond my abilities currently, and also to build a strong business relationship with the company and clients; and exceed expectations to excel within the company.

**KNOWLEDGE AND SKILLS**

* Computer literate particularly in **MS Office Word, MS Office Excel and MS Office Powerpoint**
* Stenography and Typing Skills/Encoder
* Able to communicate and speak English Language

**CHARACTER AND PERSONALITY**

* Hardworking and Service-oriented
* Willing to learn new concepts and skills necessary
* Possess good interpersonal relationship and can work with my colleagues
* Can work without supervision

**EMPLOYMENT BACKGROUND**

* **Man Resource Management Services (MRM SERVICES)**

4015 Gen. T. de Leon, Valenzuela City

June 23, 2012-July 30, 2016

**Office Staff**

* Filling/organizing company files
* Contributes to team effort by accomplishing related results as needed
* Updating 201 files of sales associate in Microsoft Excel
* Banking Transaction (deposit and encashment)
* Payroll Accounts
* Encoding Semi-monthly timesheets/daily time record
* Auditing Statement of Accounts from clients
* Taking calls and messages specially concerns of sales associate
* Prioritizing work load
* Initial interviewing of applicant
* Preparing list of employee’s for payment to sss, pag-ibig, and philhealth contributions
* Updating records for active, in-active and newly hired sales associate
* Processing clearance of in-active promo, processing check voucher for 13th month pay
* Orienting newly hired sales associate.

**TRAININGS ATTENDED**

* On-the-job training

**Cashier’s Office**

University of Rizal System Tanay

November 2009 to March 2010

* On-the-job training

 **Medical and Legal Secretary**

 2nd Infantry Division, Philippine Army

 Camp Gen. Mateo Capinpin, Sampaloc

 Tanay, Rizal

 November 2010 to March 2011

* On-the-job training

**Empeño-Reyes Foods Company**

Novaliches, Quezon City

November 2011 to December 2011

**PERSONAL INFORMATION**

Age : 24y/o

 Birthday : December 02, 1991

 Civil Status : Single

 Religion : Christian (Church of Christ)

**EDUCATIONAL BACKGROUND**

Tertiary : **Bachelor of Science in Office Administration**

 **Major in Office Management**

 University of Rizal System

 Tanay, Rizal

 2010-2012

Vocational : Diploma in Computer Secretarial

 University of Rizal System

 2008-2010

**Job Seeker First Name / CV No: 1829406**

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