Ricardo

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# **Profile**

I am a graduate of Hotel and Restaurant Management with earned units in Secondary Education. I worked as an Administrative staff and Office staff. I am an efficient, flexible and hardworking individual who works with dedication and passion even under pressure and looking for opportunities in highly competitive companies.

# **Summary of Qualifications**

**Key Skills:**

* Excellent in Oral and Written communication
* Detail oriented and works with high degree of accuracy
* hardworking, Highly organized, flexible and dedicated
* Fast learner data entry and database management
* proficiency in a wide range of computer applications such as Microsoft Word, Excel, PowerPoint
* keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines
* Initiative and resourcefulness resulting in the effective streamlining of processes and systems to improve efficiency.
* Self directed and able to complete projects with limited supervision

# **Experience**

* **Administrator/Headcum Records and Registration Management Head**

**Chrisville Institute of Technology, Inc.**

**Candelaria, Quezon Philippines**

**June 2012-October 2016**

**Job Description:**

* Maintain staff confidentiality
* Supervises all administrative personnel
* Manages staff schedules
* Tracks office supply inventory and approves supply orders
* Assists in the preparation of department budgets and expenses
* Assists office staff in maintaining files and databases.
* Prepares reports, presentation, memorandums, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Schedules appointments and meetings for executive and upper level staff.
* Checks accounts receivables and payables
* Audits and Checks Accounts Received
* Approved petty cash fund
* Assists Marketing Personnel
* Conducts strategic marketing planning
* Maintain smooth flow of the organization (Staff, Employee and Admin).
* Dealing with telephone and email enquiries;
* Creating and maintaining filing systems;
* Keeping diaries and arranging appointments;
* Organizing and storing paperwork, documents and computer-based information;

# **Academic Qualification**

* **Tertiary:**

**Earned Units in Secondary Education**

Tayabas Western Academy

2015-2016

Already earned 95 units

* **Hotel and Restaurant Management**

West Greenville (Laguna) Colleges, Inc.

San Pablo City

**2008-2011**

# **Awards and Achievements**

**Academic Leadership Awardee**

March 2011

# **Seminars Attended**

* **Trainer’s Methodology 1 and Assessor’s Methodology**
* Jacobo Z. Gonzales Memorial School of Arts and Trade

Biñan, Laguna Philippines

2010

* **Mind Setting in Specialized Effective Customer Service Seminar/Workshop**
* Villa Mia Inn

Baguio City, Philippines

2013

* **Regional TVET Congress (TESDA, CHED and DEPed)**
* Enchanted Kingdom Pavilion Hall

Sta. Rosa City, Laguna/ Taytay Rizal Philippines

2013 and 2015

* **Trainers Methodology Level I**
* Quezon National Agricultural School

Pagbilao, Quezon Philippines

2014

* Maintain Training Facilities Certificate of Achievement
* Supervised Work Based Learning Certificate of Achievement
* Utilize Electronic Media in Facilitating Training Certificate of Achievement
* Facilitate Training Session Certificate of Achievement
* Conduct Competency Assessment Certificate of Achievement

# **Character References**

*\*References will be provided upon request.*

*I hereby attest that the above mentioned data are true and correct to the best of my knowledge and belief.*