**RONALD**

E-mail: **RONALD.338567@2freemail.com**

**Career Objective**

To be employed by an organization that will utilize and enhance my administrative, secretarial, customer service and management skills.

**Profile**

An independent, dedicated, focused and self-motivated professional with a solid work ethics; able to prioritize and complete multiple tasks and follow through to achieve project goals; able to grow positive relationships with multi-cultural clients and colleagues at all organizational levels

**Key Skills**

✔Customer Service ✔Office Management

✔Sales Coordination and Management ✔Event Planning and Organizing

✔Report Generation ✔Meeting and Travel Support

✔Team Building ✔Networking and Troubleshooting

**Computer and Software Knowledge**

* Well versed in MS Office Applications ( such as MS Word, Excel, Powerpoint, Outlook)
* Microsoft Windows and MAC OSX

**Work Experience**

**Admin Assistant (**May 2012 – November 2016)

**RTC Financing Corporation**

Santiago City, Philippines

Responsibilities include:

* Manage the reception area and all its functions
* Screen incoming calls and mails
* Handle petty cash
* Manage conference meetings for executives (venue, attendees, refreshments, etc.)
* Act as an over-all office administrator and multi-task between admin and secretarial role to the GM and sales department
* Maintain filing system
* Encode database and account related documents
* Monitor appropriate use of office supplies and manage inventory
* Respond to inquiries and provide office support as needed
* Manage repair and maintenance of office equipment
* Ensure cleanliness of the front desk at all times

**IT Support** (May 2008 – May 2012)

**Merle Auto & Industrial Supplies**

Manila Philippines

Responsibilities include:

* Installation and maintenance of company’s computer systems and network
* Perform upgrades and installed updates
* Troubleshoot and repair when computer had problems
* Assist office staff with computer applications questions
* Recommend computer products and applications to improve productivity

**Education**

**Bachelor of Science in Computer Science**

**AMA Computer College, Philippines**

 Year Graduated: March 2004

**Personal Information**

Date of Birth: November 12, 1983

Marital Status: Single

Languages Spoken: English (Professional), Tagalog (Mother Tongue)

 Visa: Tourist visa, valid until March 5, 2017

 Availability: Immediately

**References:** Available upon request