**Interested in Key Function of:**

**Admin Assistant, IT Support**

**Lance**

C/o-Mob - +971502360357

Email: **lance.339476@2freemail.com**

***Objectives***

***FULL Ownership*** to once responsibility is the key to successfully accomplishing ones task. Part of my Key aim is to be part of good company where I can fully utilize my potential and be part of the company’s reason of achieving’s success.

***Skills***

Interpersonal skills, advance computer literate, positive attitude, strong leadership skills, attention to detail, hands on approach to the daily operation and excellent communication skills in spoken/written English.

***Employment Experience:***

**Balade Farms Food Industries LLC – Dubai Investment Park**

Production

April 30, 2016 - Present

**Commonwealth Foods, Inc.**a Filipino firm, is a conglomeration of three pioneering food-manufacturing companies.

Admin Assistant

June 2014 –January 2016

**Work Background:**

* Shifting -Working Hours
* Data Entry (operational reports, employee details, complaints, etc..)
* Extends Excel Training&Support to colleagues
* Align employee schedule against daily target production requirement
* Take concerns of documentation requirements of the employees

**Educational Attainment:**

**Tertiary – 2013-2015**

**Bachelor of Science in Information Technology**

Lyceum of the Philippines – Manila,

**Bachelor of Science in Information Technology - 2012-2013**

Adamson University, Manila Philippines

**Secondary – 2008-2012**

Arellano University – Apolinario Mabini, Pasay City, Philippines

**Primary – 2002-2008**

Aurora A. Quezon Elementary School, Malate, Manila Philippines

I hereby acknowledge that the above information are true and correct to the best of my knowledge.