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**Ryan**

[**Ryan.361204@2freemail.com**](mailto:Ryan.361204@2freemail.com)

OBJECTIVES:Enthusiastic, experienced Administrative Assistant with 12 years of extensive training in providing office administrative procedure, marketing, procurement, facilities and fleet management. Possesses exceptional organizational skills, hands-on technical experience, good work ethics and attention to details

**EDUCATIONAL BACKGROUND**

College : Central College of the Philippines, Quezon City. (CCP)

Bachelor of Science in Business Administration / Major in Banking and

Finance

Certification : Technical Education Skills Development Authority (TESDA)

Refrigeration and Air-conditioning Mechanic (NC II)

**EMPLOYMENT HISTORY**

Jan.2001-Oct.2004 : National Statistics Office (Government Office)

Refrigeration and Air-conditioning Mechanic / Building Electrician

Permanent

Oct. 2004-Mar. 2017 : Philippine Statistics Authority (Government Office)

Administrative Assistant / Aide VI

Permanent

Nov. 2010-Mar. 2017 : CIU (Non-Government Organization)

Education Officer

Part time

**DUTIES AND RESPONSIBILITIES / SKILLS**

**Middle Management**

* Under general supervision, performs function relative to the planning, coordination, supervision and control of the agency’s supply and property program
* Keen attention to detail
* Exceptional organization and customer service skills
* Proficient in Microsoft suite, and other software tools
* Strong Verbal and Written Communication Skills
* Team player with the ability to work effectively in any environment
* Ability to develop, execute, integrate, and track creative marketing materials
* Spearheaded a team of Corporate Social Responsibility
* Maintain professional and technical knowledge by attending educational workshops, communication plan, establishing personal networks and participating in professional societies.
* Contributes team effort by accomplishing related results as needed.
* Performs other duties that may be assigned by the immediate supervisor from time to time.

**Administrative**

* Provide technical support, coordination and conduct trainings, seminars, fora’s and conventions.
* Prepare/Schedule meetings, reports and assistance to immediate supervisor
* Set up and maintain well-organized filing systems
* Make appointments, manage calendars and diaries
* Handle all telephone, fax, e-mail and other communication
* Schedule department meetings

**Fleet and Facilities Management**

* Performed 50 units of vehicle on the Fleet Management Operation.
* Performed facilities operation on 5 high rise buildings
* Directs and supervises 10 personnel on maintenance and repair of buildings, air-conditioning units, office equipment’s

**Procurement**

* Procurement specialist on IT products, equipment’s, construction materials, vehicle parts and accessories
* Member of technical working group in Bidding process from time to time.
* In charged in the supervision of supply and management program;
* Conducts periodic inventories thereof; Maintains records of all accountable properties and directs the work of storekeeping buying and property personnel;

**Logistics Coordinator**

* Oversee logistics operation in warehousing, shipping, receiving inventory control and purchasing
* Monitor the movement of goods from supplier to customer and ensure immediate availability of materials and maintain stocks at all times
* Render support in loading, unloading, moving and storing materials as per delivery documents
* Assume full responsibility of business communication between client and key personnel involve in logistics activity.

**TRAININGS / SEMINARS ATTENDED**

Nov. 23, 2009 : Civil Service Commission

**Occupational Safety and Health**

Nov. 5-10, 2009 : Philippine Red Cross

**Basic life support, Adult Cardio Pulmonary Resuscitation (CPR) for lay**

**Rescuer / First Aide training for office employees**

Jun.7-11, 2010 : Philippine Government Electronic Procurement System (PHILGEPS)

**Training on government procurement**

Dec. 3-4, 2014 : Philippine Statistics Authority

**High-Impact Collaborative Negotiation Workshop**

May 3-4, 2016 : Philippine Statistics Authority

**Professional Image Development & Values Formation Seminar**

Mar. 30-31, 2016 : Career Executive Service Board

**Sco Social: Re-kindling Hope, Rebuilding Lives Training Workshop**

Dec. 27-29, 2016 : Philippine Statistics Authority

**Training on Agency Procurement Compliance & Performance Indicator**

Feb. 28 – Mar. 3, 2017 : International Labor Organization

**Communication Planning Workshop**

**PERSONAL INFORMATION**

Birthdate : February 26, 1982

Birthplace : Isabela Philippines

Nationality : Filipino

*I hereby certify that all information’s above my curriculum vitae is true and correct with the best of my knowledge.*