Profile

I have 4 years of experience in office administration and document control. i have passion in getting things done in the most systematic way, works with minimum supervision and is a team player. I am very enthusiastic to work in an organization where I can improve and learn new skills.

Experience

Document Controller/Office Assistant, DepEd, Philippines - 2011-2015

Provided administrative support to the Physical Facilities and Engineering Department of the department ensuring updated and complete inventory of all assets, projects and documents, management of supply requests including management including producing registers, setting up filling system and archival. Other responsibilities include preparing reports and presentations for the management, data entry and writing letters, photocopying, printing, binding, taking calls and answering queries related to report and stocks.

Education

Ateneo de Naga University,— Bachelor of Science- 2010

Skills

Office Management, Document Control Management, Organisation and time management, office skills (Microsoft Office), ability to coordinate with all levels and staff and management.