

# Rachel

# **OBJECTIVES**

I am seeking a competitive and challenging environment where I can effectively utilize my organizational skills in general office administrator and business development to achieve sustainable growth and profitability.

## **EDUCATIONAL BACKGROUND**

Tertiary : Bachelor of Science in Business Management

(2014-2018)

Secondary:

(2010-2014)

Primary

#### PRE-PROFESSIONAL EXPERIENCE

Sales Admin

(August 9 2021-January 31, 2024)

Oracle Staff-

(February 04, 2020 June 04, 2020)

Customer Service-

(September 1, 2019- January 1, 2020)

Quality Assurance-

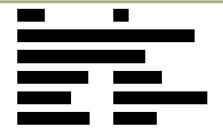
(July 9, 2018- December 31 2018)

On-the Job Training

HR Assistant-

June – July, 2017

## PERSONAL INFORMATION



# SEMINARS/ TRAININGS ATTENDED

November 27, 2015

Digital Marketing: Gearing Towards and Competitive Modern Marketers

April 28, 2018

**PISO** 

March 30, 2017

#### **TECHNICAL SKILLS**

- Computer Literate
- Skilled in Microsoft Office Application (Word, Excel, Powerpoint, Sap Business One)
- Research and Documentation
- Can handle office equipments

# **PERSONAL SKILLS**

- ➤ Highly organized and efficient
- Flexible and Fast Learner
- ➢ Good Interpersonal Skills
- Have a sense of responsibility and dedicated to work
- Ability to work independently or as part of a team
- > Self-motivated and detail oriented
- > Time management skills.

I hereby certify that the above information are true and correct in the best of my knowledge.