



Rachel [redacted]  
[redacted]  
[redacted]  
[redacted]

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  
[redacted]  
[redacted]  
(2014-2018)

Secondary: [redacted]  
[redacted]  
(2010-2014)

Primary : [redacted]  
[redacted]

PRE-PROFESSIONAL EXPERIENCE

Sales Admin [redacted]  
(August 9 2021-January 31, 2024)

Oracle Staff-[redacted]  
(February 04, 2020 June 04, 2020)

Customer Service-[redacted]  
(September 1, 2019- January 1, 2020)

Quality Assurance-[redacted]  
(July 9, 2018- December 31 2018)

On-the Job Training  
HR Assistant-[redacted].  
[redacted]  
June – July, 2017

PERSONAL INFORMATION

[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

SEMINARS/ TRAININGS ATTENDED

[redacted]  
November 27, 2015  
Digital Marketing: Gearing Towards and  
Competitive Modern Marketers

[redacted]  
April 28, 2018  
PISO  
[redacted]  
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.

[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

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