

Ruvie May B. [REDACTED]



OBJECTIVE

- Dedicated employee, motivated to maintain company satisfaction and contribute to company success. Reliable and driven, with strong time management and prioritization abilities.

SKILLS SUMMARY

- Can work under pressure
- Willing to be train
- Computer literate
- Can type 40 wpm with an accuracy of 95-98%
- Good communication skills

WORK EXPERIENCE

[REDACTED]

Anonas, QC

July 2023 - Present

Admin Officer

- Responsible for all the admin tasks of the Team
- Consolidating the file from the clients

[REDACTED]

Aurora Blvd. Quezon City

January 2022- April 2022

MIS

- Responsible for the call out of the agent everyday
- EOD Reports

[REDACTED]

June 2019- June 2021

Admin Assistant

- Responsible for checking the completion of the documents

- Encoding the received documents
- Answering calls from branches
- Filing important documents of the clients

October 2018- March 2019
Customer Service Personnel

- Handling the store inventory
- Paging Counter
- Answering Calls Inbound/Outbound
- Organizing the wholesale report of the customers
- Updating the attendance sheet of the employees

EDUCATIONAL ATTAINMENT

- [REDACTED]
Aurora Blvd. Quezon City
Bachelor of Science in Information Technology
June 2014- May 2018
- [REDACTED]
Project 3, Quezon City
June 2009- March 2013

SEMINAR AND TRAINING

Pag-IBIG Fund (HDMF)
June 2017- September 2017
Members Contribution & Accounting Department
Intern (OJT)

- Assisting the members to find their name in the system
- Organizing the files and receipts of the members
- Encoding the names with their contributions in the system

CHARACTER REFERENCE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PERSONAL INFORMATION

Age: [REDACTED]
Birth Date: [REDACTED]
Birth Place: [REDACTED]
Weight [REDACTED]
Height [REDACTED]
Civil Status: [REDACTED]
Sex: [REDACTED]
Religion: [REDACTED]
Languages/ Dialects Spoken: English and Tagalog

