

NEIL DARGANTES PAN

OFFICE ADMINISTRATION



CONTACT

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📍 Purok Mangga, Barangay
Pondol, Hinunangan Southern
Leyte, 6608

SKILLS

- Time Management & Prioritization
- Multi-tasking
- Microsoft Proficiency
- Adaptability
- Data Accuracy
- Proofreading Skills
- Professional Demeanor

ELIGIBILITY

- Career Service Professional

REFERENCE

Reymond Albia
Accountant
Manilla International Airport
Authority
Phone: 0977-767-9347



PROFILE

Results-oriented professional with a diverse skill set and strong passion for office administration. Dedicated to contributing expertise and enthusiasm to a dynamic team. Seeking a challenging position where I can further enhance my skills and deliver meaningful impact.



WORK EXPERIENCE

Lserv Corporation

Office Assistant | 2021 - 2025

- Maintains and organizes official division records.
- Drafts and prepares correspondence, reports, and routine communications.
- Coordinates with internal departments and external agencies.
- Collects and processes data for disposal activities through transfer or donation.
- Reviews attached documents for Purchase Request (PR) control numbers.

Philippine Postal Office

Sorter | 2019 - 2020

- Received, verified, and counted Registered AO items from the Customs Examination and Opening Units for Metro Manila.
- Conducted final sorting of received items and scanned them to generate the DNC and Manifest (Inner Bills).
- Bagged, sealed, and weighed sorted mail.
- Turned over closed mailbags or dispatches to the MRDS.



TRAININGS & SEMINAR

- **Bookkeeping (Basic Accounting)** - CSLC Seminar and Tutorial Center
July 7 - July 23, 2025 | 90 hours
- **Advance Computer Literacy** - CSLC Seminar and Tutorial Center
June 6 - June 25, 2025 | 90 hours
- **Seminar-Workshop on Learning Microsoft 365 (OneDrive, Outlook, and Teams)** - MIAA
December 1, 2022 | 8 hours
- **7S Workshop** - Lserv Corporation
May 20, 2022 | 4 hours
- **Seminar-Workshop on Document Control and Records Management** - MIAA
March 22, 2022 | 5 hours



EDUCATION

Cavite State University

Bachelor of Science in Office Administration | 2016 - 2019

Holy Rosary Academy

Secondary | 2009 - 2012