

JONEL H. ABABAT

UTILITY/ MESSENGER

 Brgy. Marcos, Baybay City
 09612253529
 Jonel.ababat@vsu.edu.ph



CAREER OVERVIEW

I manage messengerial duties like sorting and sending papers to different offices. To keep the office tidy and clean, I maintain an inventory of office supplies and ensure cleanliness inside and outside the building.

EDUCATION

Bunga National High School

SKILLS

- Basic computer literacy skills
- Organizational skills
- Responsible, initiative, highly motivated and willing to learn
- Time-management skills
- Cleaning
- Fast learner and willing to undergo training and seminars
- Can work well under pressure

REFERENCE

JEROME O. ARRIBADO

Director, Eco-FARMI

Contact No.: 09306768674

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EXPERIENCE

UTILITY MESSENGER

VSU| FEBUARY 2017 - present

- Help colleagues and set up the office in a way that streamlines processes
- Ensure information is accurate and valid by creating and updating records
- Assists in the Processing and follow up office documents
- Maintained the cleanliness of the unit and the unit grounds

LABORER

VSU | JANUARY 2015 - FEBRUARY 2017

- HELPER/ LABORER
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