

Arjanery Antofina

Administrative Assistant II (Disbursing Officer II)

Brgy Santo Rosario, Baybay City,
Philippines
09656243267
arj2xanto@gmail.com

As a clerk, my duties include data entry, record maintenance, and administrative support. I ensure accuracy in all tasks, handle confidential information with care, and provide excellent customer service. Organizational skills, attention to detail, and professionalism are essential to fulfill the responsibilities of the role effectively.

Work Experience

Visayas State University

Brgy Pangasugan Baybay City, Leyte • 06/2019 - Present

Visayas State University (VSU), founded in 1924, stands as a pioneering institution in the Philippines' Visayas region. Nestled in the picturesque Baybay City, Leyte, its sprawling campus serves as a hub for academic excellence, research advancement, and community development. VSU boasts a comprehensive array of undergraduate and graduate programs, with a strong emphasis on agriculture, forestry, environmental science, and allied disciplines. Its commitment to holistic education extends beyond the classroom, fostering leadership, innovation, and social responsibility among its students. Through collaborative research initiatives and extension services, VSU actively contributes to addressing local and global challenges, making significant strides towards sustainable development and improving the quality of life in its surrounding communities.

Clerk

Full-time

- Assisted in the implementation of a new digital record-keeping system, resulting in a 20% reduction in paper usage and improved accessibility of documents.
- Maintained an organized filing system, resulting in a 30% reduction in retrieval time and improved efficiency for the entire department.
- Processed an average of 50 documents per day, improving time management by 25% and ensuring timely completion of tasks.
- Took initiative to streamline filing system, reducing retrieval time by 30% and improving overall office efficiency.
- Implemented new procurement tracking system, resulting in 15% reduction in errors and improved accuracy in inventory management, leading to better decision-making.

Skills

- Adaptability
- Initiative

Education

Bachelor of Science in Business Administration in Human Resource Development and Management

Franciscan College of
Immaculate Conception
Baybay City, Leyte
GPA: 2.13
06/2014 - 03/2018

- Successfully managed high-volume customer inquiries, showcasing adaptability and contributing to improved customer satisfaction and retention.

Certifications

HRIS Software Onboarding • 12/2023

PROCUREMENT OFFICE, VSU BAYBAY, LEYTE

Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University .

11/2023

Visayas State University, Visca Baybay City, Leyte

GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 .

08/2023

Philrootcrops Training Center, VSU BAYBAY LEYTE

ISO 9001:2015 AWRENESS/RE-AWARENESS WEBINAR .

09/2021

PROCUREMENT, VSU BAYBAY CITY, LEYTE

VIRTUAL TRAINING ON RA 9184 and its Revised Implmenting Rules and Regulations .

05/2021

PROCUREMENT, VSU BAYBAY CITY, LEYTE