



RHEA P. BALLEBAS

Clerk

PROFILE

A dedicated employee with 3 years of experience as a Clerk. Skilled in administrative tasks, document management, and using office software like Microsoft Office. Experienced in organizing records, assisting clients, and supporting office operations. Looking for opportunities to grow and contribute in a dynamic company.

CONTACT

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EDUCATION

VISAYAS STATE UNIVERSITY

2017-2021
Bachelor of Science in Agribusiness
Cumlaude

CABUYAO NATIONAL HIGH SCHOOL

2013-2014
Top 1 in the Class

PATAG ELEMENTARY SCHOOL

2001-2006
Valedictorian

WORK EXPERIENCE

VISAYAS STATE UNIVERSITY CLERK

07/11/2022-PRESENT

- *Managed daily office tasks such as filing, record keeping, and scheduling, ensuring smooth operations and minimal delays.
- *Organized and maintained important documents.
- *Assisted in handling customer inquiries and resolving issues, resulting in improved client satisfaction and faster response times.
- *Maintained office supplies inventory, reducing costs by identifying areas to minimize waste.

PANNY'S HOME BAKSHOP ACCOUNTING CLERK

05/2022-07/2022

Overseeing and ensuring accurate inventory balance across both the main office and all branch locations.

SKILLS & HOBBIES

SKILLS

- Computer Literacy
- Problem-Solving Skill
- Time Management & Multitasking

HOBBIES

- I love to read.
- I love to eat.
- I love to travel.