

Antoneth Diaz

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Good day Ma'am / Sir,

I am writing to express my genuine interest in the Administrative Officer position at the Visayas State University, as advertised in the CSC website. With a solid foundation in diverse administrative roles, I am excited about the prospect of bringing my skills and experience to contribute to your team and be of service to your organization.

In my role as an Accounting Clerk at Hildevanne Food Corp., I honed my attention to detail and analytical skills, particularly in managing inventory and addressing product variances. Additionally, my experience as a Finance Assistant at Ph Success Jet Commerce has equipped me with a comprehensive understanding of financial processes, such as billing/invoicing and bookkeeping.

Furthermore, my tenure as a Travel Associate at IGT Solutions Technologies enhanced my communication and organizational abilities, crucial for handling the multifaceted responsibilities of an administrative role. I am confident that my diverse skill set aligns well with the requirements of the Administrative Officer position at the Administrative Officer position at the Visayas State University

I hope that you can appreciate my breadth of knowledge and skills, adaptability and rich background in various professional settings. I'm highly versatile and I can bring a wide range of expertise to the table.

Thank you for considering my application. I look forward to the opportunity to discuss my skills and experiences in more details.

Sincerely,

Antoneth Diaz



