

Paulo L. Cagnan

Contact No: 09922453350

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Personal Information

Home Address: Brgy. Binulho Javier Leyte
Date of Birth: August 14, 2000
Place of Birth: Palo, Leyte
Age: 24
Height: 156 cm.
Weight: 65 kgs.
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

Objective:

- Looking for an opportunity to put my abilities and expertise to good use to assist the organization and my future colleagues improve. I want my efforts to have a significant impact on the company and contribute to its success.
- To discover newer areas and gain experience of working in a dynamic organization.
- To use my knowledge and skills to gain practical exposure and understand the inner workings of the organization and, to learn and grow on the job.

Skill/s:

- Computer Literate
- MS Word, Excel, and PPT proficient
- Time Management
- Good Communication skill
- Fast Learner and Adaptability

Education:

2018 – 2022	Eastern Visayas State University Bachelor of Science in Office Administration Tacloban City, Leyte	-	Cum Laude
2016 – 2018	Javier National High School (Senior High School) Población I, Javier Leyte	-	with Honors
2012 – 2016	Javier National High School (Junior High School) Población I, Javier Leyte	-	with Honors
2006 – 2012	Binulho Elementary School Binulho, Javier Leyte		

Eligibility:

- **PD 907 - HGE**
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Job Experience/s:**Office Staff – Javier Municipal Accounting Office (DOLE-GIP)**

2024 May – 2024 October

- Encode and Edit Documents.
- Photocopied Cedula, Official Receipts, and bank Checks.
- Checked the AR, DTR and other documents of Permanent, Contractual, and Job Order employees in the LGU of Javier, Leyte.
- Accomplished assigned task instructed by superiors.

Office Staff – Javier KALAHY CIDS (DSWD-CFW)

2024 February – 2024 April

- Edit and encode documents assigned by CEF.
- Filing and Sorting documents per Barangays.
- Assisting the Area Coordinator.
- Welcome and Assist the Barangay Secretary and Treasurers.

Student Intern – Office of the President (EVSU)

2020 Jan. – 2020 March

- Filing and Sorting Files and related Documents.
- Sending and Receiving Files from different offices.
- Handling and Assisting guest.
- Encoding and printing the documents

On-the-Job Training – Javier Municipal Hall

2017 January – 2017 February

- Filing and Sorting Files
- Assisting guest about their concerns
- Encoding and printing documents
- Deliver documents to different offices
- Greeting clients from the front desk and assisting co-workers.

References:

- **Mr. Rico June A. Monte**
EVSU Professor
Tacloban City
09285672923
- **Mrs. Corazon L. Roque**
Municipal Civil Registrar
Javier Municipality
Javier Leyte
09171298422
- **Mrs. Josephine Saoy**
Local Legislative Officer IV
Javier Municipality
Javier Leyte
09985341204

I hereby declare that all this above information is correct and accurate to the best of my knowledge.

PAULO L. CAGNAN

Applicant