



CHARITA BARBOSA

OBJECTIVE

To achieve a challenging position in work esteem of my ability will continue to fullest possible outcome and looking forward which enables my ability

SKILLS

- Teamwork
- Computer Skills
- Responsibility
- Administrative
- Agriculture Aspect

CONTACT

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Baybay City

WORK EXPERIENCE

ADMINISTRATIVE CLERK I Jan 2021- Present)

VISAYAS STATE UNIVERSITY

Tasks:

- Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former by:

CUSTOMER SERVICE CLERK | Feb 2019- August 2019

LANDMARK CORPORATION

Tasks:

- Provides information to customers by verifying understanding of request; answering questions; offering assistance.
- Initiates service by recording requests; forwarding to dispatching. Collects revenue by receiving and recording payments.

DATA ENCODER | Aug 2018- Sep 2018

PHILIPPINE STATISTIC AUTHORITY

Tasks:

- Encodes information from department forms into the data system to ensure information is accurately processed.
- Verifies specified jobs to detect and correct possible encoding or other errors to ensure data is error free.

LANGUAGES

Tagalog: Native

Cebuano: Native

English: Upper Intermediate

EDUCATION

2011-2018 | Baybay City

Bachelor of Science in Agriculture
Visayas State University

2022-2023 | Baybay City

Bachelor of Secondary Education

Franciscan College of Immaculate Concepcion