

Les Andre B. Pamaos

Administrative Aide IV

Address: Purok 5, Brgy. Mahayahay, Saint Bernard, Southern Leyte

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I am a college graduate seeking a position that will allow me to use my Bachelor of Science in Agribusiness, my practical experience, strong interpersonal skills as well as my eagerness to contribute to a quality company. Moreover, I am a highly skilled Administrative Staff seeking to apply my professional skills for the betterment of the organization and for my career growth. I am organized in the documentation system and provide optimal front-end and back-end support.

Skills

- Administration and Management
- Time Management
- Computers
- Writing
- Clerical
- Production and Processing
- Quality Control Analysis

Work History

Administrative Aide, Visayas State University | Baybay City, Leyte| 2016-Current

- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Scheduled conference rooms, prepared agendas, and maintained calendars to prepare for meetings and events.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Received and sorted incoming mail and packages to record, dispatch or distribute to the correct recipient.
- Booked airfare, hotel, and ground transportation to coordinate office travel.
- Scheduled office meetings and client appointments for staff teams.

Treasury Assistant | Super Shopping Market Inc. | Lapu-lapu City, Cebu | February 2015- March 2016

- Help maintain the financial soundness of the company
- Communicate banking activities to the supervisor
- Counting cash needed for opening and closing of business
- Reconciled monthly statements, invoices, and expense accounts, keeping records accurate and current.
- Drafted treasury reports supporting management decision-making needs.

On the Job Trainee | Trappist Monastic Food Products | Province of Guimaras | November 2013- January 2014

- Oversee activities directly related to making products or providing services
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Carried out day-to-day duties accurately and efficiently.

Education

Bachelor of Science in Agribusiness

Visayas State University

May 2014

High School Diploma

Cristo Rey Regional High School

March 2010

Primary

Mahayahay Elementary School

March 2006

Character Reference

Ms. Connel D. Antipaso

Executive Officer
Office of the Vice-President for Instruction
Visayas State University
09173101458

Ms. Josefina M. Larrosa

Admin. Aide III
Office of the President
Visayas State University
09272289749

Prof. Francisco G. Gabunada Jr.

Executive Assistant
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09059132929