

BRYAN DHELL B. BERSABAL

Address : Brgy. Liberty, Hilongos, Leyte
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Email Address : dhellbersabal@gmail.com
Birthdate : February 10, 1999
Gender : Male
Status : Single
Religion : Roman Catholic



OBJECTIVES

1. To improve my prior skills in managing the office and performing clerical duties
2. To become more responsible and consistent with my work

EDUCATION

Level	Name of School	Year Graduated
Elementary	Liberty Elementary School	2012
Secondary	Sisters of Mary School - Boystown	2016
Tertiary	MLG College of Learning, Inc.	2021

ACHIEVEMENTS

1. First Honorable Mention | Elementary Level | 2012
2. Academic Excellence Award | Tertiary Level | 2021
3. Passer of the October 2022 Licensure Examination for Teachers (LET) with PRC License Number: 1992729

WORK EXPERIENCE

- I worked as an Office Clerk at MLG College of Learning for three (3) years already starting September 2021 until the present

SKILLS

1. Computer/Technological Skills
 - I am very good in the use of the major Microsoft Office applications such as Microsoft Word, Microsoft Power Point, & Microsoft Excel.
 - I know how to print and scan documents.
 - I have basic knowledge in editing softwares such as Photoshop.
2. Clerical Skills
 - I have fast typing skills.
 - I have keen attention to details of reports.
 - I am systematic in terms of labeling and storing documents.

3. Managerial Skills

- I have spatial knowledge about the whereabouts of my documents.
- I can be strategic in storing my documents.

4. Research Skills

- I do research to help me improve my work especially to clarify gray areas that I may not understand.

INTERESTS/HOBBIES

1. Singing especially in karaoke
2. Watching movies
3. Reading articles from the internet
4. Social media scrolling

CHARACTER REFERENCES

Name	Address	Contact Information
Arniel P. Viscara, LPT	Brgy. Naval, Hilongos, Leyte	09176373302 aviscara@mlgcl.edu.ph
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