



JAN PAULINE H. ABABAT

OFFICE STAFF

PROFILE

I am energetic, ambitious person who has a matured and responsible approved to any task that I undertake and situation that I am presented with. I can adapt easily in the work which I can use my skills and seeking improvement of my knowledge and skills.

CONTACT

PHONE:
09704525351

HOME ADDRESS:
Brgy. Marcos 6521
Baybay City, Leyte

EMAIL:
ababatpauline@gmail.com

BIRTHDATE:
June 22, 1996

HOBBIES

Cooking
Reading
Traveling

EDUCATION

San Agustin Elementary School
2004 - 2008

Bunga National Highschool
2009 - 2012

Visayas State University
Bachelor of Science in Agriculture
2014 - 2018

WORK EXPERIENCE

Profood International Corporation (Warehouse Encoder)
2018-2020

- * Extracted information from database to compile reports for audit process.
- * Managed documents by organizing forms, making photocopies, filing records
- * Completed daily data back

Visayas State University (Office Clerk)
2022-present

- * Interacted with customer by phone, email, or in person to provide information
- * Greeted incoming visitors and customers professionally and provided friendly
- * Provided clerical support to company employees by copying, faxing, and filing documents

SKILLS

- Handle filing
- Record keeping
- Encoding
- Assisting in daily office operations.