

Arjanery B. Antofina

City of Baybay

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Professional Summary

Experienced records and office management professional with 5 years of experience in the procurement sector. Skilled in data entry, file organization, and records administration, with a strong ability to manage large volumes of documents efficiently. Adept at working collaboratively within a team to streamline office processes.

Skills

- Records Management
- File Organization
- Record Preparation
- Records Administration
- Data Entry
- Data Management
- Team Collaboration
- Document Scanning
- Typing Speed
- Database Entry
- Office Management
- Document Management
- Clerical Support

Work Experience

Procurement Officer

Visayas State University, Procurement Office

5 years, currently employed

- Managed procurement records and maintained accurate documentation for all Purchase Request
- Organized and digitized physical and electronic records for easy retrieval.
- Provided clerical support to procurement officers and staff, including data entry and file preparation.
- Collaborated with team members to ensure procurement processes were in line with institutional policies and deadlines.

Education

Bachelor of Science in Business Administration

Major in Human Resource Development and Management

Franciscan College of Immaculate Conception