

November 24, 2023

HONEY SOFIA V. COLLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs-vsuv.edu-ph

Dear Ma'am,

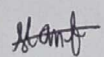
Good day! I am Nenia Fe Pening willing to apply for the position, Administrative Assistant III, Plantilla item no. ADAS3-G4-2023, salary grade 9, (Office of the Vice President), VSU MAIN.

I am a graduate of Bachelor of Science in Agribusiness at Visayas State University - Isabel, Leyte. Respectively, I am willing to impart and utilize my knowledge, skills and experiences that I obtained from my previous job at Community Economic Ventures Inc. - Ormoc.

My previous job is a branch Administrative Assistant at Community Economic Ventures Inc. - Ormoc. I am responsible in monitoring and handling cash, withdrawal and deposit. Additionally, I am responsible in doing administrative functions like payment of monthly bills, and procurement of office supplies. During my practicum and special problem study, records management, problem-solving skills and commitment had developed in me. As an accounting Assistant, during my on-the-job training, I developed time management, flexibility and accountability.

I assure you that I will be your asset. I can be your way for the institution's success. For additional details, please check and review my other documents. I can be reached at peningnenia-fe.pedraza@gmail.com or you can contact me through my mobile number 09475579282.

Thank you! Looking forward for a positive response about it.

Sincerely,

NENIA FE PENING
Applicant