



CONTACT ME

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Leyte

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EDUCATION

BS Agribusiness
Visayas State University
2013 - 2017

Secondary Education
Plaridel National High School
2009 - 2013

Primary Education
Plaridel Central School
2003 - 2009

QUALIFICATIONS

Career Service Professional Eligibility
Hardworking & Motivated
Efficient in Multitasking
Good Customer Service

SKILLS

Computer Literate

Communication

Leadership

Creativity

Time Management

Arceli Mabaya

Agribusiness

WORK EXPERIENCE

Barangay Secretary November 2023 - Present

Barangay Tahud I Appointed Secretary

- Provide and performs highly good customer service
- Acts as an administrative support to the Barangay
- Preparing paper works and updating monthly Transactions
- Assist Barangay Captain during hearings/meetings/session/events/all activities
- Right hand of Barangay Captain, create minutes, prepare documents/certifications
- Update Council all the necessary information, data, documents, projects
- Oversea other administrative task

Cyberbacker/Administrative Assistant November 2022 - Present

Cyberbacker I Independent Contractor

- Acts as an administrative support to clients in a remote setting.
- Preparing paper works and updating client tasks
- Downloading and uploading sales analysis
- Assist marketing emails and publishing banners
- Update events in daily/weekly basis
- Oversea other administrative task

Engineering Staff /Administrative Assistant July 2022 - October 2022

Municipality of Inopacan I Engineering Office

- Manage Customer Ledger for Inopacan Water System.
- Assist complaints and inquiries. Prepare monthly consumptions report.
- Accomplish office tasks like organizing documents, preparing paper works, making monthly reports and perform additional task that may be assigned.

Registration Officer/ Field Supervisor July 2020 - March 2021

Philippine Statistic Authority I PhilSys

- Coordinates and organize with the central office/regional office, partner agencies/organizations at the province, and local government units on PhilSys implementation.
- Consolidate progress and accomplishment to be submitted daily/weekly/monthly.
- Ensures daily/weekly/monthly targets are accomplished.
- Drafts responses, queries and complaints.
- And supervise the team and perform any other task that may be assigned.

TeamLeader March 2019 - July 2020

Metro Gaisano I Supermarket

- Supervise staff and reviews sales data ensuring that the entire team performs its expectations.
- Organize products for display, planning visual merchandising and oversees a group of employees and motivates them to do their job efficiently.
- Summarizes department gains and losses.
- Importantly, assist managers in sales strategy development.

TRAININGS

- Financial Management on Budgeting & Planning 2025
- Philippine Association of Local Government Accountants (PhALGA) Conference
- Barangay Disaster Risk Reduction and Management Planning and Budgeting
- BNEO Towards Great Barangays Program
- Command Basics Training (KW Command)
- Provincial Training on Registration for Philippine Identification System (PhilSys)

REFERENCES

Manuel E. Abiera
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