

October 12, 2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Ma'am,

Good day! I am Nenia Fe P. Pening willing to apply for the position, ADMINISTRATIVE AIDE VI (CLERK III), PLANTILLA ITEM NO. ADA6-98-2004, Visayas State University-Main Campus.

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

My previous job is a Branch Administrative Assistant at Community Economic Ventures Inc.-Ormoc branch. I am responsible in monitoring and handling petty cash fund, cash withdrawal and deposit. In addition, I am also responsible in bills payment, filing of loan forms, recording administrative expenses and procurement of office supplies. During my practicum and special problem study, multi-tasking, computer competence, problem-solving skills and goal-oriented had developed in me. As an Accounting Assistant during my on-the-job training, I developed time management and accountability.

I assure you that I will be your asset. I can be your way for the company's growth and success.

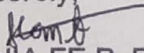
For additional details, please check and review my other documents. I can be reached at

[peningneniafepedra13@gmail.com](mailto:peningneniafepedra13@gmail.com) or you can contact me through my mobile number

09675579282, anytime.

Thank you for the time to consider this application and I am looking forward for a positive response about it.

Sincerely,

  
NENIA FE P. PENING  
Applicant