

Les Andre Baga Pamaos

Address : Purok 5, Brgy. Mahayahay, Saint Bernard, Southern Leyte
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PERSONAL DATA:

Date of Birth: 11/30/93
Age: 30
Gender: Female
Civil Status: Single
Religion: Roman Catholic

SKILLS AND COMPETENCIES

- Good in Microsoft software such as Word, Excel, PowerPoint, Outlook
- Good in English oral/written
- Good at clerical works
- Customer service
- Time management skills
- Dependable; Flexible

EMPLOYMENT HISTORY:

Administrative Aide

September 2016-Present

Office of the President

Visayas State University, Baybay City, Leyte

- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.
- Scheduled conference rooms, prepared agendas, and maintained calendars to prepare for meetings and events.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Received and sorted incoming mail and packages to record, dispatch or distribute to the correct recipient.
- Booked airfare, hotel, and ground transportation to coordinate office travel.
- Scheduled office meetings and client appointments for staff teams.

Treasury Assistant

February 2015- April 2016

Super Shopping Market Inc., Lapu-Lapu City, Cebu

- Help maintain the financial soundness of the company
- Communicate banking activities to the supervisor
- Counting cash needed for opening and closing of business
- Reconciled monthly statements, invoices, and expense accounts, keeping records accurate and current.
- Drafted treasury reports supporting management decision-making needs.

On the Job Trainee

November 2013- January 2014

Trappist Monastic Food Products

Province of Guimaras

- Oversee activities directly related to making products or providing services
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Carried out day-to-day duties accurately and efficiently.

ACADEMIC QUALIFICATIONS

Graduate Study: Visayas State University

Course: Masters in Management major in Business Management

Year: 2019

College: Visayas State University

Course: Bachelor of Science in Agribusiness

Year: 2014

High School: Cristo Rey Regional High School

Year: March 2010

Elementary: Mahayahay Elementary School

Year: March 2006

PERSONAL REFERENCE:

Dr. Edgardo E. Tulin

Former President

Visayas State University

Visca, Baybay City, Leyte

Ms. Maria Elsa M. Umpad

Administrative Officer IV

Visayas State University

Visca, Baybay City, Leyte