



Rodolfo Medina Muriel

To best utilize my knowledge and skills for your company besides gaining more experience and to improve myself in career enhancement and looking for new and competitive working environment .

Personal Info

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- Axis 5 Dubai Silicon Oasis
Unit no.114, Dubai, 00000,
United Arab Emirates

Nationality
Filipino

Date of birth
February 6, 1989

Skills

- Teamwork
- Attention to detail
- Time management
- Problem-solving

Languages

- English
- Filipino

Work Experience

Office Worker, Johnson and Johnson, Laguna , Philippines

January 2014 - February 2016

- Ensure cleanliness and tidiness of all office areas, including workstations, meeting rooms, and common areas.
- Monitor and replenish office supplies, including stationery, kitchen supplies, and toiletries.
- Distribute internal and external correspondence and packages.
- Assist in setting up meeting rooms and preparing for meetings.
- Assist in arranging and serving refreshments during meetings and events.
- Ensure the pantry and kitchen areas are organized and well-stocked.
- Coordinate outgoing mail and courier services.
- Assist staff with minor administrative tasks as requested.
- Provide support during office events or functions.
- Proficient in making a variety of coffee types, including espresso, cappuccino, latte, and Turkish coffee.
- Special emphasis on preparing traditional Arabic coffee.

Office Clerk, TFM Express Courier , Dubai Silicon Oasis ,UAE

February 2020 - May 2022

- Organizing Office Set up.
- Restocking the pantry equipment and pantry orders.
- Maintaining office supply inventory.
- Helping to organize and maintain office common areas.

Agricultural Farmers, Government-Government Korea/Phil., Yanggu-gun South Korea

January 2023 - February 2024

- Creating clean Environment.
- Monitored work of casual help during planting and harvesting seasons .
- Loaded and Unloaded Livestock to transport to correct destinations.
- Kept Storage conditions clean and dry maintain quality supplies .

Education

Maulawin National High School

March 2006 - April 2009

Criminology, Union College Sta Cruz Laguna

April 2010 - May 2011